



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

Item No.: 12
 Date: 13 2026 JAN

PROVINCIAL BUDGET OFFICE

January 7, 2026

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

RELEASED
 DATE: 01-08-26
 NO. 133
 BY: [Signature]
PBO

Sangguniang Panlalawigan
Province of Leyte
RECEIVED
 Date: JAN 08 2026
 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. 03 FY 2025** of the **Municipality of Mahaplag, Leyte** duly enacted by the Sangguniang Bayan through **Appropriation Ordinance No. 25-008** with a total appropriation in the amount of **P3,350,306.00** 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. Further, that said reversion will not render an adverse effect on the fiscal standing of the LGU at the closing of the books of accounts;
2. That the grant of the following benefits shall be made pursuant to the corresponding guidelines relative to:
 - a. One-Time Service Recognition Incentive – Budget Circular No. 2025-3 dated December 15, 2025
 - b. Gratuity Pay – Budget Circular No. 2025-4 dated December 16, 2025
3. That the creation of the Municipal Government Department Head I (Municipal Administrator Position) shall be in accordance to the minimum standards and guidelines prescribed by the Civil Service Commission (CSC) and further subject to the provisions of CSC MC 12; and
4. 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

ON LEAVE
AGNES C. RAFON
 Provincial Planning and Development
 Coordinator - Designate

Sangguniang Panlalawigan
Province of Leyte
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Date: _____
By: _____

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

1ST INDORSEMENT
18 December 2025

The Local Finance Committee is respectfully requested to review and submit recommendations on the herein enclosed **Municipal Ordinance No. 25-008** of the **Municipality of Mahaplag, Leyte**, entitled: **An Ordinance approving the reversion and re-appropriation of funds under the Supplemental Budget No. 3 of the Local Government Unit of Mahaplag, Leyte for Fiscal Year 2025 in the total amount of Three Million Three Hundred Fifty Thousand Three Hundred Six Pesos (P3,350,306.00), together with the CY 2025 Supplemental Investment Program (SIP) No. 3 amounting to P3,350,306.00.**

FLORINDA JIL S. UYVICO
Secretary to the Sanggunian



Republic of the Philippines
PROVINCE OF LEYTE
Municipality of Mahaplag
-o0o-

Sangguniang Panlalawigan
Province of Leyte
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DEC 18 2025
Date: 18 2025
By: _____

Office of the Sangguniang Bayan

TRANSMITTAL

December 16, 2025

FLORINDA JILL S. UYVICO
Provincial Government Department Head
Secretary to the Sangguniang Panlalawigan
Office of the Sangguniang Panlalawigan
Province of Leyte
Tacloban City

Attention: Records Office

Madam:

Transmitting to your good office this duly approved **Municipal Ordinance No. 25-008** (Supplemental Budget No. 3), **Municipal Ordinance No. 25-009**, and **SB Resolution No. 2025-0143** of the Municipality of Mahaplag for review by the Sangguniang Panlalawigan of the Province of Leyte, as follows:

- 1. ORDINANCE NO. 25-008: AN ORDINANCE APPROVING THE REVERSION AND RE-APPROPRIATION OF FUNDS UNDER THE SUPPLEMENTAL BUDGET NO. 3 OF THE LOCAL GOVERNMENT UNIT OF MAHAPLAG, LEYTE FOR FISCAL YEAR 2025 IN THE TOTAL AMOUNT OF THREE MILLION THREE HUNDRED FIFTY THOUSAND THREE HUNDRED SIX PESOS (₱3,350,306.00).**

Attachments are as follows:

- a. SB RESOLUTION NO. 2025-0143: A RESOLUTION ADOPTING RESOLUTIONS NO. 04 AND 05, SERIES OF 2025 OF THE MUNICIPAL DEVELOPMENT COUNCIL (MDC) OF THE MUNICIPALITY OF MAHAPLAG, LEYTE.**
 - b. MDC RESOLUTION NO. 05 SERIES OF 2025: A RESOLUTION APPROVING THE SUPPLEMENTAL INVESTMENT PROGRAM NO. 3 FOR CALENDAR YEAR 2025, THE SRI FOR ELECTIVE OFFICIALS, REGULAR AND CASUAL EMPLOYEES, THE GRATUITY PAY FOR JOB ORDERS, TRAVEL ALLOWANCE FOR THE LEGISLATIVE DEPARTMENT, AND A MONTHLY COMPENSATION OF THE MUNICIPAL ADMINISTRATOR IN THE LGU-MAHAPLAG, LEYTE IN THE TOTAL AMOUNT OF THREE MILLION THREE HUNDRED FIFTY THOUSAND THREE HUNDRED SIX PESOS ONLY (Php. 3,350,306.00).**
 - c. CERTIFICATION OF AVAILABILITY OF FUNDS**
 - d. STATEMENT OF FUNDING SOURCES**
 - e. STATEMENT OF FUNDS AVAILABLE FOR REVERSION**
 - f. STATEMENT OF SUPPLEMENTAL APPROPRIATION**
 - g. SUPPLEMENTAL INVESTMENT PROGRAM (SIP) NO. 3 - CY 2025**
- 2. ORDINANCE NO. 25-009: AN ORDINANCE ABOLISHING THE VACANT FUNDED POSITION OF MUNICIPAL GOVERNMENT ASSISTANT DEPARTMENT HEAD I (HUMAN RESOURCE MANAGEMENT OFFICER IV) WITH SALARY GRADE 22 UNDER THE HUMAN RESOURCE MANAGEMENT OFFICE AND CREATING THE POSITION OF MUNICIPAL ADMINISTRATOR WITH SALARY GRADE 24 UNDER THE EXECUTIVE SERVICE OFFICE IN THE LOCAL GOVERNMENT UNIT OF MAHAPLAG, LEYTE.**

Thank you and more power.

Respectfully yours,

ATTY. JASON L. ALONZO
Board Secretary V



Republic of the Philippines
 PROVINCE OF LEYTE
 Municipality of Mahaplag
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SANGGUNIANG BAYAN

EXCERPT FROM THE MINUTES OF THE REGULAR SESSION OF THE SANGGUNIANG BAYAN OF MAHAPLAG, LEYTE HELD ON DECEMBER 15, 2025 AT THE SESSION HALL OF THE MUNICIPAL HALL BUILDING, BRGY. POBLACION, MAHAPLAG, LEYTE.

Present:	HON. MYRA P. SOLIS	-	Municipal Vice Mayor /Presiding Officer
	HON. GLENN H. BARTOLINI	-	Sangguniang Bayan Member
	HON. MARK L. ALONZO	-	Sangguniang Bayan Member
	HON. AIDA L. DIZON	-	Sangguniang Bayan Member
	HON. JEFFREY M. RELEVO	-	Sangguniang Bayan Member
	HON. HARLIN O. GONZAGA	-	Sangguniang Bayan Member
	HON. REYNALDO M. KANEN	-	Sangguniang Bayan Member
	HON. REINA ROSE A. DEDAL	-	Sangguniang Bayan Member
	HON. EDGARDO R. CAMASIN	-	Ex officio Sangguniang Bayan Member President, Sangguniang Kabataan Federation
Absent:	HON. ARLENE O. GIGANTO	-	Ex officio Sangguniang Bayan Member
	HON. JOSE T. AMARADO II	-	President, Liga Ng Mga Barangay Sangguniang Bayan Member Sangguniang Bayan Member

**Sangguniang Panlalawigan
 Province of Leyte
 RECEIVED**

Date: DEC 18 2025
 By: _____

RESOLUTION NO. 2025-0143

A RESOLUTION ADOPTING RESOLUTIONS NO. 4 AND 5, SERIES OF 2025 OF THE MUNICIPAL DEVELOPMENT COUNCIL (MDC) OF THE MUNICIPALITY OF MAHAPLAG, LEYTE.

On motion by **HON. MARK L. ALONZO** and duly seconded by **ALL THE MEMBERS PRESENT**, and duly approved during the session, there being a quorum, by the affirmative votes of **ALL OF THE MEMBERS PRESENT** of the Sangguniang Bayan of Mahaplag;

BE IT RESOLVED, AS IT IS HEREBY RESOLVED, to ADOPT the RESOLUTION NO. 4 SERIES OF 2025 of the Municipal Development Council (MDC) of the Municipality of Mahaplag entitled "A RESOLUTION APPROVING THE ABOLITION OF MUNICIPAL GOVERNMENT ASSISTANT DEPARTMENT HEAD I (HRMO IV) IN THE HUMAN RESOURCE MANAGEMENT OFFICE, A VACANT FUNDED POSITION WITH SALARY GRADE 22 OF THE HUMAN RESOURCE MANAGEMENT OFFICE AND THE CREATION OF THE MUNICIPAL ADMINISTRATOR IN THE EXECUTIVE OFFICE IN THE LOCAL GOVERNMENT UNIT OF MAHAPLAG, LEYTE;"

RESOLVED FURTHER, to ADOPT the RESOLUTIONS NO. 5 SERIES OF 2025 of the Municipal Development Council (MDC) of the Municipality of Mahaplag entitled "A RESOLUTION APPROVING THE SUPPLEMENTAL INVESTMENT PROGRAM NO. 3 FOR CALENDAR YEAR 2025, THE SRI FOR ELECTIVE OFFICIALS, REGULAR AND CASUAL EMPLOYEES, THE GRATUITY PAY FOR JOB ORDERS, TRAVEL ALLOWANCE FOR THE LEGISLATIVE DEPARTMENT, AND A MONTHLY COMPENSATION OF THE MUNICIPAL ADMINISTRATOR IN THE LGU-MAHAPLAG, LEYTE IN THE TOTAL AMOUNT OF THREE MILLION THREE HUNDRED FIFTY THOUSAND THREE HUNDRED SIX PESOS ONLY (Php. 3,350,306.00);"

RESOLVED FINALLY, to furnish copies of this SB Resolution No. 2025-0143 to all offices concerned for their information and appropriate action.

APPROVED this 15th day of December 2025.

CERTIFIED CORRECT:

ATTY. JASON L. ALONZO
 Board Secretary V

ATTESTED TO BE
 DULY APPROVED:


HON. MYRA P. SOLIS
 Municipal Vice Mayor/ Presiding Officer

NOTED BY:


HON. RONALDO T. LLEVE
 Municipal Mayor



Republic of the Philippines
PROVINCE OF LEYTE
Municipality of Mahaplag
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OFFICE OF THE SANGGUNIANG BAYAN

EXCERPTS FROM THE MINUTES OF THE REGULAR SESSION OF THE SANGGUNIANG BAYAN OF MAHAPLAG, LEYTE HELD ON DECEMBER 15, 2025, AT THE SESSION HALL OF THE MUNICIPAL HALL, BRGY. POBLACION, MAHAPLAG, LEYTE.

PRESENT:

- | | | |
|--------------------------|---|---|
| HON. MYRA P. SOLIS | - | Municipal Vice Mayor/Presiding Officer |
| HON. GLENN H. BARTOLINI | - | Sangguniang Bayan Member |
| HON. MARK L. ALONZO | - | Sangguniang Bayan Member |
| HON. AIDA L. DIZON | - | Sangguniang Bayan Member |
| HON. JEFFREY M. RELEVO | - | Sangguniang Bayan Member |
| HON. HARLIN O. GONZAGA | - | Sangguniang Bayan Member |
| HON. REYNALDO M. KANEN | - | Sangguniang Bayan Member |
| HON. EDGARDO R. CAMASIN | - | Ex officio Sangguniang Bayan Member
President, Liga Ng Mga Barangay |
| HON. REINA ROSE A. DEDAL | - | Ex officio Sangguniang Bayan Member
President, Sangguniang Kabataan Federation |

ABSENT:

- | | | |
|-------------------------|---|--------------------------|
| HON. ARLENE O. GIGANTO | - | Sangguniang Bayan Member |
| HON. JOSE T. AMARADO II | - | Sangguniang Bayan Member |

MUNICIPAL ORDINANCE NO. 25-008

AN ORDINANCE APPROVING THE REVERSION AND RE-APPROPRIATION OF FUNDS UNDER THE SUPPLEMENTAL BUDGET NO. 3 OF THE LOCAL GOVERNMENT UNIT OF MAHAPLAG, LEYTE FOR FISCAL YEAR 2025 IN THE TOTAL AMOUNT OF THREE MILLION THREE HUNDRED FIFTY THOUSAND THREE HUNDRED SIX PESOS (₱3,350,306.00).

BE IT ENACTED, as it is hereby enacted, by the Sangguniang Bayan of Mahaplag, Leyte, in session assembled:

Section 1. AUTHORITY AND PURPOSE. This appropriation ordinance is in accordance to the provisions of Republic Act 7160 otherwise known as the Local Government Code of 1991, the Sangguniang Bayan of Mahaplag, Leyte, hereby enact through this Ordinance the reversion and re-appropriation of funds under this Supplemental Budget No. 3 for Fiscal Year 2025 of the Local Government Unit of Mahaplag, Leyte to allocate funds for the following:

- To fund the grant of Service Recognition Incentive (SRI) in the amount of Twenty Thousand Pesos (₱20,000.00) each to qualified Municipal Employees and Officials of the Local Government Unit of Mahaplag, including the Casual Employees, pursuant and in accordance to Administrative Order No. 40 dated December 11, 2025, of the Office of the President;

2. To fund the grant of Gratuity Pay in the amount of Seven Thousand Pesos (P7,000.00) each to workers whose services are engaged through Job Orders/Contract of Service by the Local Government Unit of Mahaplag;
3. To fund the Salaries and Benefits for the newly created Plantilla position of Municipal Government Department Head I (Municipal Administrator) with Salary Grade 24 of the Local Government Unit of Mahaplag;
4. To fund the Travelling Expenses of the Legislative Department of the Local Government Unit of Mahaplag;

Section 2. DECLARATION OF SAVINGS FROM THE CAPITAL OUTLAY OF THE EXECUTIVE SERVICE OFFICE. The amount of **THREE HUNDRED FORTY-SEVEN THOUSAND FIVE HUNDRED PESOS (P347,500.00)** allocated for the Office Equipment of the Executive Service Office is hereby officially declared as Savings by virtue of this Ordinance.

Section 3. DECLARATION OF SAVINGS FROM THE CAPITAL OUTLAY OF THE MAHAPLAG MUNICIPAL WATERWORKS SYSTEM (MMWS). The amount of **FIVE THOUSAND PESOS (P5,000.00)** allocated for the Procurement of Tri-Cab (Motorcycle with Cab) of the Mahaplag Municipal Waterworks System (MMWS) is hereby officially declared as Savings by virtue of this Ordinance.

Section 4. DECLARATION OF SAVINGS FROM VACANT FUNDED POSITIONS. The funds allocated under the vacant funded position of **Local Disaster Risk Reduction Management Officer II** under the **Municipal Disaster Risk Reduction Management Office**, particularly for the Salaries, PERA, Productivity Enhancement Incentive, Clothing Allowance, Cash Gift, Mid-Year Bonus, Year End Bonus, Retirement and Life Insurance Premium (RLIP), Home Development Mutual Fund (HDMF), Philippine Health Insurance Contribution (PHIC), and ECIP in the sum amount **Four Hundred Seventy-Six Thousand Eight Hundred Eighty-Three Pesos (P476,883.00)**; the funds allocated under the **Human Resource Management Office** particularly for the Salaries, PERA, Clothing Allowance, Mid-Year Bonus, Year End Bonus, Retirement and Life Insurance Premium (RLIP), Home Development Mutual Fund (HDMF), Philippine Health Insurance Contribution (PHIC), and ECIP for the vacant funded position of **Municipal Government Assistant Department Head I (Human Resource Management Officer IV)** in the sum amount of **Six Hundred Ninety-Nine Thousand Four Hundred Pesos (P699,400.00)**; the funds allocated under the **Municipal Planning and Development Coordinating Office** particularly for the Salaries, PERA, Clothing Allowance, Year End Bonus, Retirement and Life Insurance Premium (RLIP), Philippine Health Insurance Contribution (PHIC), and ECIP for the vacant funded position of **Municipal Government Department Head I (Municipal Planning and Development Officer)** in the sum amount of **Five Hundred Eighty-Seven Thousand Pesos (P587,000.00)**; the funds under the **Municipal Accounting Office** particularly for the Salaries, PERA, Mid-Year Bonus, Year End Bonus, Retirement and Life Insurance Premium (RLIP), Home Development Mutual Fund (HDMF), Philippine Health Insurance Contribution (PHIC), and ECIP for the vacant funded position of **Municipal Government Department Head I (Municipal Accountant)** in the sum amount of **Seven Hundred Twelve Thousand Four Hundred Pesos (P712,400.00)**; the funds under the **Municipal Agriculture's Office** particularly for the Salaries, PERA, Clothing Allowance, Cash Gift, Mid-Year Bonus, Year End Bonus, and Retirement and Life Insurance Premium (RLIP) Home Development Mutual Fund (HDMF), Philippine Health Insurance Contribution (PHIC), and ECIP for the vacant funded three positions of **Agricultural Technologist** in the sum amount of **Five Hundred Twenty-Two Thousand One Hundred Twenty-Three Pesos (P522,123.00)** are all hereby declared as Savings by virtue of this Ordinance amounting to a grand total of **Two Million Nine Hundred Ninety-Seven Thousand Eight Hundred Six Pesos (P2,997,806.00)**.

For purposes of this Ordinances, savings is defined as the portions or balances as of any given point in the fiscal year of any programmed or allotted appropriation which

remain free of any obligation or encumbrance and which are still available after the satisfactory completion or the unavoidable discontinuance or abandonment of the work, activity, or purpose for which the appropriation was originally authorized, or which result from unobligated compensation and related costs pertaining to vacant positions and leaves of absence without pay.

Section 5. REVERSION OF FUNDS TO THE GENERAL FUND. The total declared savings in amounts of **Three Million Three Hundred Fifty Thousand Three Hundred Six Pesos (P3,350,306.00)**, as the same total funds available for reversion, is hereby reverted back to the General Fund by virtue of this Ordinance;

Section 6. AVAILABLE FUNDS FOR RE-APPROPRIATION. The funds actually available for re-appropriation under this Supplemental Budget No. 3 for the current Fiscal Year 2025 amounts to **Three Million Three Hundred Fifty Thousand Three Hundred Six Pesos (P3,350,306.00)** in accordance to the **Statement of Funding Sources** duly certified by the Municipal Treasurer and Municipal Accountant – Designate, as follows:

STATEMENT OF FUNDING SOURCES
Supplemental Budget No. 3, Calendar Year 2025

Particulars	Account Classification	Amount
1.0 New Revenue Sources		
2.0 Actual Collection in Excess of the Estimated Income		
3.0 Savings - Reversion and Re-Appropriation		P3,350,306.00
4.0 Realignment		
TOTAL		P3,350,306.00

Section 7. RE-APPROPRIATION OF FUNDS. The amount of **Three Million Three Hundred Fifty Thousand Three Hundred Six Pesos (P3,350,306.00)**, as the funds actually available for re-appropriation, is hereby re-appropriated under this Supplemental Budget No. 3 for Fiscal Year 2025 to fund the grant of Service Recognition Incentive (SRI) in the amount of Twenty Thousand Pesos (P20,000.00) each to qualified Municipal Employees and Officials of the Local Government Unit of Mahaplag, including the Casual Employees, pursuant and in accordance to Administrative Order No. 40 dated December 11, 2025, of the Office of the President; to fund the grant of Gratuity Pay in the amount of Seven Thousand Pesos (P7,000.00) each to workers whose services are engaged through Job Orders/Contract of Service by the Local Government Unit of Mahaplag; to fund the Salaries and Benefits for the newly created Plantilla position Municipal Government Department Head I (Municipal Administrator) with Salary Grade 24 of the Local Government Unit of Mahaplag; and to fund the Travelling Expenses of the Legislative Department of the Local Government Unit of Mahaplag, all in accordance to the **Statement of Supplemental Appropriation** prepared by the Municipal Budget Officer and approved by the Municipal Mayor, as follows:

STATEMENT OF SUPPLEMENTAL APPROPRIATION
Supplemental Budget No. 3, Calendar Year 2025

Implementing Office	Particulars/ Purpose	AIP Reference Code	Object Expenditures	Account Code	Amount
Executive Services	Personal Services Provision of Service Recognition Incentive for Employees (Regular, Casual, Officials)	1000-000-3-01-001-001-000-001	Other Personal Benefits	5-01-03-030	P340,000.00

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	Creation of Municipal Government Department Head I (Municipal Administrator) Position MOOE Gratuity Incentive - Job Order Employees	1000-000-3-01-001-001-000-002 1000-000-3-01-001-001-000-003	Municipal Government Department Head I (Municipal Administrator) Position Created Other General Services	5-01-01-010 5-02-12-990	₱75,306.00 ₱902,000.00
Disaster Risk Reduction Management	MOOE Gratuity Incentive - Job Order Employees	1000-000-3-01-001-006-000-004	Other Personal Benefits	5-02-12-990	₱56,000.00
Legislative Services	Personal Services Provision of Service Recognition Incentive for Employees	1000-000-3-01-002-001-000-005	Other Personal Benefits	5-01-03-030	₱260,000.00
	MOOE Travelling Expenses – Local	1000-000-3-01-002-001-000-006	Travelled Expenses Paid	5-02-01-010	₱50,000.00
	Gratuity Incentive - Job Order Employees	1000-000-3-01-001-006-000-007	Other General Services	5-02-12-990	₱70,000.00
Administrative Services	Personal Services Provision of Service Recognition Incentive for Employees	1000-000-3-03-001-001-000-008	Other Personal Benefits	5-01-03-030	₱20,000.00
Planning and Development Coordinating Services	Personal Services Provision of Service Recognition Incentive for Employees	1000-000-3-01-009-001-000-009	Other Personal Benefits	5-01-03-030	₱40,000.00
Civil Registrar Services	Personal Services Provision of Service Recognition Incentive for Employees	1000-000-3-01-012-001-000-010	Other Personal Benefits	5-01-03-030	₱20,000.00

Budgeting Services	Personal Services Provision of Service Recognition Incentive for Employees	1000-000-3-01-008-001-000-011	Other Personal Benefits	5-01-03-030	₱20,000.00
Accounting Services	Personal Services Provision of Service Recognition Incentive for Employees	1000-000-3-01-007-001-000-012	Other Personal Benefits	5-01-03-030	₱40,000.00
Treasury Services	Personal Services Provision of Service Recognition Incentive for Employees	1000-000-3-01-005-001-000-013	Other Personal Benefits	5-01-03-030	₱200,000.00
Assessor's Services	Personal Services Provision of Service Recognition Incentive for Employees	1000-000-3-01-006-001-000-014	Other Personal Benefits	5-01-03-030	₱20,000.00
	MOOE Gratuity Incentive - Job Order Employees	1000-000-3-01-006-001-000-015	Other Personal Benefits	5-02-12-990	₱42,000.00
Health Services	Personal Services Provision of Service Recognition Incentive for Employees	3000-200-3-01-011-002-000-001	Other Personal Benefits	5-01-03-030	₱260,000.00
Social Welfare Services	Personal Services Provision of Service Recognition Incentive for Employees	3000-200-3-02-005-001-000-001	Other Personal Benefits	5-01-03-030	₱120,000.00
Agricultural Services	Personal Services Provision of Service Recognition Incentive for Employees	8000-000-3-01-010-001-000-001	Other Personal Benefits	5-01-03-030	₱60,000.00
Engineering Services	Personal Services Provision of Service Recognition Incentive for Employees	8000-000-3-01-010-001-000-002	Other Personal Benefits	5-01-03-030	₱20,000.00

Waterworks Services	Personal Services Provision of Service Recognition Incentive for Employees	8000-000-3-01-010-001-000-003	Other Personal Benefits	5-01-03-030	₱40,000.00
	MOOE Gratuity Incentive - Job Order Employees	8000-000-3-01-010-001-000-004	Other General Benefits	5-02-12-990	₱182,000.00
Operation of Market	Personal Services Provision of Service Recognition Incentive for Employees	8000-000-3-01-010-001-000-005	Other Personal Benefits	5-01-03-030	₱100,000.00
Operation of Slaughter House	Personal Services Provision of Service Recognition Incentive for Employees	8000-000-3-01-010-001-000-006	Other Personal Benefits	5-01-03-030	₱20,000.00
Street Cleaning	MOOE Gratuity Incentive - Job Order Employees	1000-000-3-01-006-001-000-016	Other General Benefits	5-02-12-990	₱287,000.00
Garbage	MOOE Gratuity Incentive - Job Order Employees	1000-000-3-01-006-001-000-017	Other General Benefits	5-02-12-990	₱64,000.00
Bottling	MOOE Gratuity Incentive - Job Order Employees	8000-000-3-01-010-001-000-007	Other General Benefits	5-02-12-990	₱42,000.00
TOTAL APPROPRIATION					₱3,350,306.00

Section 8. The disbursement of the funds under this Ordinance shall be in accordance with law and with the existing accounting and auditing rules and procedures.

Section 9. SEPARABILITY CLAUSE. If, for any reason, any item, section or provision of this Ordinance is declared invalid or unconstitutional, the other items, sections or provisions thereof which are not affected thereby shall continue to be in full force and effect.

Section 10. REPEALING CLAUSE. All ordinances, resolutions or parts thereof, whose provisions are in conflict with or contrary to the provisions of this ordinance are hereby repealed, amended or modified accordingly.

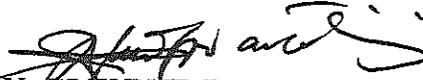
Section 11. EFFECTIVITY CLAUSE. This Ordinance shall take effect upon approval by the Local Chief Executive.

ENACTED on this 15th day of December 2025 in Mahaplag, Leyte, Philippines.

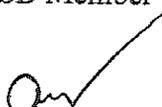
I hereby certify to the correctness of the foregoing ordinance.

ATTY. JASON V. ALONZO
Board Secretary V

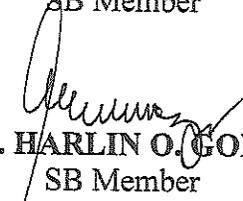
ENACTED BY THE SANGGUNIANG BAYAN MEMBERS:


HON. GLENN H. BARTOLINI
SB Member

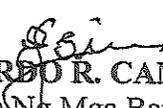

HON. MARK L. ALONZO
SB Member


HON. AIDA L. DIZON
SB Member


HON. JEFFREY M. RELEVO
SB Member


HON. HARLIN O. GONZAGA
SB Member


HON. REYNALDO M. KANEN
SB Member


HON. EDGARDO R. CAMASIN
President, Liga Ng Mga Barangay

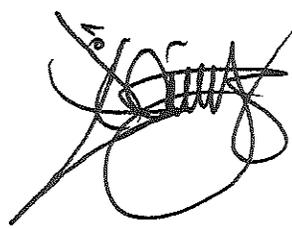

HON. REINA ROSE A. DEDAL
President, Sangguniang Kabataan Federation

ATTESTED BY:


HON. MYRA P. SOLIS
Municipal Vice Mayor/ Presiding Officer

APPROVED BY:


HON. RONALDO P. LLEVE
Municipal Mayor
Date of Approval: 15 DEC 2025





Republic of the Philippines
PROVINCE OF LEYTE
Municipality of Mahaplag
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OFFICE OF THE SANGGUNIANG BAYAN

EXCERPTS FROM THE MINUTES OF THE REGULAR SESSION OF THE SANGGUNIANG BAYAN OF MAHAPLAG, LEYTE HELD ON DECEMBER 15, 2025, AT THE SESSION HALL OF THE MUNICIPAL HALL, BRGY. POBLACION, MAHAPLAG, LEYTE.

PRESENT:

- HON. MYRA P. SOLIS - Municipal Vice Mayor/Presiding Officer
- HON. GLENN H. BARTOLINI - Sangguniang Bayan Member
- HON. MARK L. ALONZO - Sangguniang Bayan Member
- HON. AIDA L. DIZON - Sangguniang Bayan Member
- HON. JEFFREY M. RELEVO - Sangguniang Bayan Member
- HON. HARLIN O. GONZAGA - Sangguniang Bayan Member
- HON. REYNALDO M. KANEN - Sangguniang Bayan Member
- HON. EDGARDO R. CAMASIN - Ex officio Sangguniang Bayan Member
- HON. REINA ROSE A. DEDAL - Ex officio Sangguniang Bayan Member

ABSENT:

- HON. ARLENE O. GIGANTO - Sangguniang Bayan Member
- HON. JOSE T. AMARADO II - Sangguniang Bayan Member

MUNICIPAL ORDINANCE NO. 25-009

AN ORDINANCE ABOLISHING THE VACANT FUNDED POSITION OF MUNICIPAL GOVERNMENT ASSISTANT DEPARTMENT HEAD I (HUMAN RESOURCE MANAGEMENT OFFICER IV) WITH SALARY GRADE 22 UNDER THE HUMAN RESOURCE MANAGEMENT OFFICE AND CREATING THE POSITION OF MUNICIPAL ADMINISTRATOR WITH SALARY GRADE 24 UNDER THE EXECUTIVE SERVICE OFFICE IN THE LOCAL GOVERNMENT UNIT OF MAHAPLAG, LEYTE.

BE IT ENACTED, as it is hereby enacted, by the Sangguniang Bayan of Mahaplag, Leyte, in session assembled:

Section 1. This is pursuant to the pertinent provisions of Republic Act No. 7160 otherwise known as the Local Government Code of 1991, primarily Section 447 paragraph (a)(1)(vii) and (viii), pertaining to the powers of the Sangguniang Bayan to determine the powers, duties, positions and salaries of employees of the municipality, and Section 81 on the Sangguniang Bayan's power to determine the compensation of personnel in the Local Government Unit of Mahaplag, Leyte.

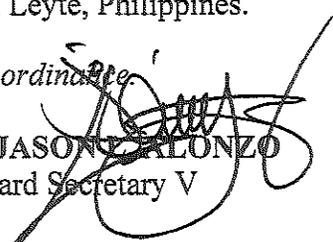
Section 2. The vacant funded position of Municipal Government Assistant Department Head I (Human Resource Management Officer IV) with Salary Grade 22 under the Human Resource Management Office of the Local Government Unit of Mahaplag, Leyte is hereby abolished.

Handwritten signatures of the Sangguniang Bayan members and officials, including the Presiding Officer and members, are present at the bottom of the page, indicating their approval of the ordinance.

- Section 3.** The position of Municipal Administrator with Salary Grade 24 is hereby created under the Executive Service Office of the Local Government Unit of Mahaplag, Leyte.
- Section 4.** **SEPARABILITY CLAUSE.** If, for any reason, any item, section or provision of this Ordinance is declared invalid or unconstitutional, the other items, sections or provisions thereof which are not affected thereby shall continue to be in full force and effect.
- Section 5.** **REPEALING CLAUSE.** All ordinances, resolutions or parts thereof, whose provisions are in conflict with or contrary to the provisions of this ordinance are hereby repealed, amended or modified accordingly.
- Section 6.** **EFFECTIVITY CLAUSE.** This Ordinance shall be effective immediately upon approval by the Local Chief Executive.

ENACTED on this 15th day of December 2025 in Mahaplag, Leyte, Philippines.

I hereby certify to the correctness of the foregoing ordinance.


ATTY. JASON C. ALONZO
Board Secretary V

ENACTED BY THE SANGGUNIANG BAYAN MEMBERS:


HON. GLENN H. BARTOLINI
SB Member


HON. MARK L. ALONZO
SB Member


HON. AIDA L. DIZON
SB Member


HON. JEFFREY M. RELEVO
SB Member


HON. HARLIN O. GONZAGA
SB Member


HON. REYNALDO M. KANEN
SB Member


HON. EDGARDO R. CAMASIN
President, Liga Ng Mga Barangay


HON. REINA ROSE A. DEDAL
President, Sangguniang Kabataan Federation

ATTESTED BY:


HON. MYRA P. SOLIS
Municipal Vice Mayor/ Presiding Officer

APPROVED BY:


HON. RONALDO T. LLEVE
Municipal Mayor
Date of Approval: 15 DEC 2025



Republic of the Philippines
Province of Leyte
MUNICIPALITY OF MAHAPLAG
oOo
Office of the Municipal Mayor



December 12, 2025

THE HONORABLE MEMBERS
Sangguniang Bayan of Mahaplag
Mahaplag, Leyte

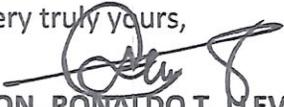
Ladies/Gentlemen:

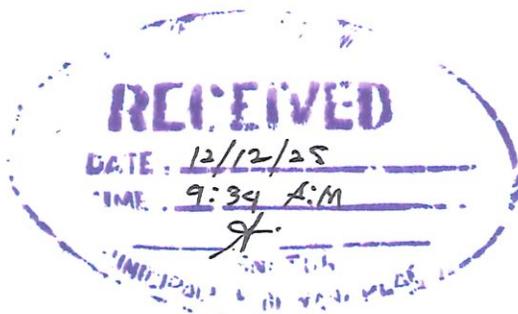
Submitting herewith, the **FY 2025 General Fund Supplemental Budget No. 3**, amounting to **Three Million Three Hundred Fifty Thousand Three Hundred Six Pesos (Ph3,350,306.00) Only**. Attached also, are **Municipal Development Council (MDC) Resolutions No's. 4 & 05 series of 2025**.

For your appropriate action please.

Thank you, for the usual support and cooperation.

Very truly yours,


HON. RONALDO T. LEVE
Municipal Mayor 





Republic of the Philippines
Province of Leyte
Municipality of Mahaplag
oOo



Local Finance Committee

CERTIFICATION

We hereby certify, that there is **SAVINGS** from Current Year's General Appropriation amounting to **THREE MILLION THREE HUNDRED-FIFTY THOUSAND THREE HUNDRED SIX PESOS (P3,350,306.00) ONLY.**

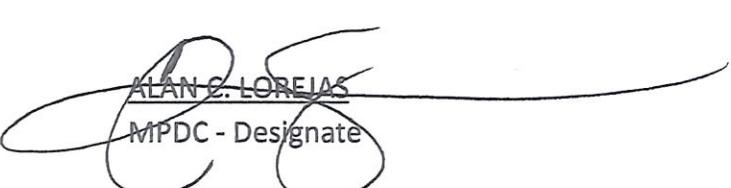
Further, we hereby certify that the above savings has a corresponding funds/cash back-up available.

This certification, is issued to support the CY 2025 General Fund Supplemental Appropriation No. 3, for various expenditures of LGU Mahaplag, Leyte.

Issued this 3rd day of December 2025, at Mahaplag Leyte, Philippines.


ARNOLD J. BANTACULO
Mun. Budget Officer


IVY MARIE S. PELESCO
Municipal Treasurer


ALAN C. LOREIAS
MPDC - Designate


RODULFO S. LORETO
Mun. Accountant - Designate

STATEMENT OF FUNDING SOURCES
Supplemental Budget No.3
C.Y. 2025
Municipality of Mahaplag
General Fund

Particulars 1	Account Classification PGCA 2	Amount 3
1.0 New Revenue Sources - Share from Fire Code Fees		
2.0 Actual Collections in Excess of the Estimated Income		
3.0 Savings - Reversion and Re-Appropriation		3,350,306.00
4.0 Realignment		
Total		3,350,306.00

Certified Correct:


IVY MARIE S. PELESCO
Municipal Treasurer


RODULFO S. LORETO
Mun. Accountant-Designate

**STATEMENT OF SUPPLEMENTAL APPROPRIATION
MUNICIPALITY OF MAHAPLAG
PROVINCE OF LEYTE
SUPPLEMENTAL BUDGET NO. 3 CY 2025**

<i>Implementing Office</i>	<i>Particulars / Purpose</i>	<i>AIP REF. CODE</i>	<i>Object Expenditures</i>	<i>Account Code</i>	<i>Amount</i>
<i>1</i>	<i>2</i>	<i>3</i>	<i>4</i>	<i>5</i>	<i>6</i>
Executive Services	Personal Services Provision of Service Recognition Incentive For Employees	1000-000-3-01-001-001-000-001	Other Personal Benefits	5-01-03-030	340,000.00
Executive Services	Creation of Municipal Government Department Head I (Mun. Administrator) Position	1000-000-3-01-001-001-000-002	Municipal Government Department Head I (Mun. Administrator) Position created	5-01-01-010	75,306.00
Executive Services	MOOE Gratuity Incentive - Job Order Employees	1000-000-3-01-001-001-000-003	Other General Services	5-02-12-990	902,000.00
Disaster Risk Reduction Mgt.	MOOE Gratuity Incentive - Job Order Employees	1000-000-3-01-001-001-000-004	Other General Services	5-02-12-990	56,000.00
Legislative Services	Personal Services Provision of Service Recognition Incentive For Employees	1000-000-3-01-002-001-000-005	Other Personal Benefits	5-01-03-030	260,000.00
Legislative Services	MOOE Traveling Expenses -Local	1000-000-3-01-002-001-000-005	Travelled Expenses paid	5-02-01-010	50,000.00
Legislative Services	MOOE Gratuity Incentive - Job Order Employees	1000-000-3-01-001-001-000-007	Other General Services	5-02-12-990	70,000.00
Administrative Services	Personal Services Provision of Service Recognition Incentive For Employees	1000-000-3-03-001-001-000-008	Other Personal Benefits	5-01-03-030	20,000.00
Planning & Dev't Coord. Services	Personal Services Provision of Service Recognition Incentive For Employees	1000-000-3-01-008-001-000-009	Other Personal Benefits	5-01-03-030	40,000.00
Civil Registrar Services	Personal Services Provision of Service Recognition Incentive For Employees	1000-000-3-01-012-001-000-010	Other Personal Benefits	5-01-03-030	20,000.00
Budgeting Services	Personal Services Provision of Service Recognition Incentive For Employees	1000-000-3-01-008-001-000-011	Other Personal Benefits	5-01-03-030	20,000.00
Accounting Services	Personal Services Provision of Service Recognition Incentive For Employees	1000-000-3-01-007-001-000-012	Other Personal Benefits	5-01-03-030	40,000.00

**STATEMENT OF SUPPLEMENTAL APPROPRIATION
MUNICIPALITY OF MAHAPLAG
PROVINCE OF LEYTE
SUPPLEMENTAL BUDGET NO. 3 CY 2025**

<i>Implementing Office</i>	<i>Particulars / Purpose</i>	<i>AIP REF. CODE</i>	<i>Object Expenditures</i>	<i>Account Code</i>	<i>Amount</i>
1	2	3	4	5	6
Treasure's Services	Personal Services Provision of Service Recognition Incentive For Employees	1000-000-3-01-005-001-000-013	Other Personal Benefits	5-01-03-030	200,000.00
Assessor's Services	Personal Services Provision of Service Recognition Incentive For Employees	1000-000-3-01-005-001-000-014	Other Personal Benefits	5-01-03-030	20,000.00
Assessor's Services	MOOE Gratuity Incentive - Job Order Employees	1000-000-3-01-005-001-000-015	Other Personal Benefits	5-02-12-990	42,000.00
Health Services	Personal Services Provision of Service Recognition Incentive For Employees	3000-200-3-01-011-002-000-001	Other Personal Benefits	5-01-03-030	260,000.00
Social Welfare Services	Personal Services Provision of Service Recognition Incentive For Employees	3000-200-3-02-005-001-000-001	Other Personal Benefits	5-01-03-030	120,000.00
Agricultural Services	Personal Services Provision of Service Recognition Incentive For Employees	6000-000-3-01-010-001-000-001	Other Personal Benefits	5-01-03-030	60,000.00
Engineering Services	Personal Services Provision of Service Recognition Incentive For Employees	8000-000-3-01-010-001-000-002	Other Personal Benefits	5-01-03-030	20,000.00
Waterworks Services	Personal Services Provision of Service Recognition Incentive For Employees	8000-000-3-01-010-001-000-003	Other Personal Benefits	5-01-03-030	40,000.00
Waterworks Services	MOOE Gratuity Incentive - Job Order Employees	8000-000-3-01-010-001-000-004	Other General Services	5-02-12-990	182,000.00
Operation of Market	Personal Services Provision of Service Recognition Incentive For Employees	8000-000-3-01-010-001-000-005	Other Personal Benefits	5-01-03-030	100,000.00
Operation of Slaughter House	Personal Services Provision of Service Recognition Incentive For Employees	8000-000-3-01-010-001-000-006	Other Personal Benefits	5-01-03-030	20,000.00
St. Cleaning	MOOE Gratuity Incentive - Job Order Employees	1000-000-3-01-005-001-000-016	Other General Services	5-02-12-990	287,000.00

**STATEMENT OF SUPPLEMENTAL APPROPRIATION
MUNICIPALITY OF MAHAPLAG
PROVINCE OF LEYTE
SUPPLEMENTAL BUDGET NO. 3 CY 2025**

<i>Implementing Office</i>	<i>Particulars / Purpose</i>	<i>AIP REF. CODE</i>	<i>Object Expenditures</i>	<i>Account Code</i>	<i>Amount</i>
1	2	3	4	5	6
Garbage	MOOE Gratuity Incentive - Job Order Employees	1000-000-3-01-006-001-000-017	Other General Services	5-02-12-990	64,000.00
Bottling	MOOE Gratuity Incentive - Job Order Employees	8000-000-3-01-010-001-000-007	Other General Services	5-02-12-990	42,000.00
	TOTAL APPROPRIATION				3,350,306.00

Prepared by:

ARNOLD J. BANTACULO
Mun. Budget Officer

Approved by:

HON. RONALDO T. LLEVE
Municipal Mayor

**Statement of Funds Available for Reversion
As of December 1, 2025**

Office (1)	Object of Expenditures (2)	Amount of Appropriation (3)	Amount of Obligation (4)	Unobligated to Date (5)	Amount to Reverted (6)
<i>Executive Service Office (Capital Outlay)</i>	Office Equipment	347,500.00	0.00	347,500.00	347,500.00
		347,500.00	0.00	347,500.00	347,500.00
<i>LDRRM (LDRRM Officer II)</i>	Salaries	329,568.00	0.00	329,568.00	329,568.00
	PERA	24,000.00	0.00	24,000.00	24,000.00
	PEI	5,000.00	0.00	5,000.00	5,000.00
	CLOTHING	7,000.00	0.00	7,000.00	7,000.00
	CASH GIFT	5,000.00	0.00	5,000.00	5,000.00
	MYB	27,464.00	0.00	27,464.00	27,464.00
	YEB	27,464.00	0.00	27,464.00	27,464.00
	RLIP	39,548.00	0.00	39,548.00	39,548.00
	HDMF	2,400.00	0.00	2,400.00	2,400.00
	PHIC	8,239.00	0.00	8,239.00	8,239.00
	ECIP	1,200.00	0.00	1,200.00	1,200.00
	<i>SUB- TOTAL</i>	476,883.00	0.00	476,883.00	476,883.00
<i>Administrative Services (MGADH-I)</i>	Salaries	500,000.00	0.00	500,000.00	500,000.00
	PERA	24,000.00	0.00	24,000.00	24,000.00
	CLOTHING	7,000.00	0.00	7,000.00	7,000.00
	MYB	40,000.00	0.00	40,000.00	40,000.00
	YEB	40,000.00	0.00	40,000.00	40,000.00
	RLIP	75,000.00	0.00	75,000.00	75,000.00
	HDMF	2,400.00	0.00	2,400.00	2,400.00
	PHIC	10,000.00	0.00	10,000.00	10,000.00
		ECIP	1,000.00	0.00	1,000.00
	<i>SUB- TOTAL</i>	699,400.00	0.00	699,400.00	699,400.00
<i>Planning & Dev't. Coord. Office (MPDO)</i>	Salaries	400,000.00	0.00	400,000.00	400,000.00
	PERA	24,000.00	0.00	24,000.00	24,000.00
	CLOTHING	7,000.00	0.00	7,000.00	7,000.00
	YEB	60,000.00	0.00	60,000.00	60,000.00
	RLIP	80,000.00	0.00	80,000.00	80,000.00
	PHIC	15,000.00	0.00	15,000.00	15,000.00
		ECIP	1,000.00	0.00	1,000.00
	<i>SUB- TOTAL</i>	587,000.00	0.00	587,000.00	587,000.00
<i>MACCO- (MGDH-I)</i>	Salaries	500,000.00	0.00	500,000.00	500,000.00
	PERA	24,000.00	0.00	24,000.00	24,000.00
	MYB	60,000.00	0.00	60,000.00	60,000.00
	YEB	60,000.00	0.00	60,000.00	60,000.00
	RLIP	50,000.00	0.00	50,000.00	50,000.00
	HDMF	2,400.00	0.00	2,400.00	2,400.00
	PHIC	15,000.00	0.00	15,000.00	15,000.00
		ECIP	1,000.00	0.00	1,000.00
	<i>SUB- TOTAL</i>	712,400.00	0.00	712,400.00	712,400.00

**Statement of Funds Available for Reversion
As of December 1, 2025**

Office (1)	Object of Expenditures (2)	Amount of Appropriation (3)	Amount of Obligation (4)	Unobligated to Date (5)	Amount to Reverted (6)
MAHAPLAG MUNICIPAL WATERWORKS SYSTEM <i>(Capital Outlay)A54:F83</i>	Procurement of Tri-Cab (Motorcycle w/ Cab)	5,000.00	0.00	5,000.00	5,000.00
	SUB- TOTAL	5,000.00	0.00	5,000.00	5,000.00
Municipal Agricultural Services <i>(Agricultural Technologist)</i>	Salaries	300,000.00	0.00	300,000.00	300,000.00
	PERA	70,000.00	0.00	70,000.00	70,000.00
	CLOTHING	14,000.00	0.00	14,000.00	14,000.00
	CASH GIFT	10,000.00	0.00	10,000.00	10,000.00
	MYB	30,000.00	0.00	30,000.00	30,000.00
	YEB	30,000.00	0.00	30,000.00	30,000.00
	RLIP	50,000.00	0.00	50,000.00	50,000.00
	HDMF	5,000.00	0.00	5,000.00	5,000.00
	PHIC	10,000.00	0.00	10,000.00	10,000.00
	ECIP	3,123.00	0.00	3,123.00	3,123.00
	SUB- TOTAL	522,123.00	0.00	522,123.00	522,123.00
	Grand Total	3,350,306.00		3,350,306.00	3,350,306.00

We HEREBY CERTIFY jointly that the above statement of funds available for reversion is true and correct.

ARNOLD J. BANTACULO
Municipal Budget Officer

RODOLFO S. LORETO
Mun. Accountant - Designate

ALAN C. LORENAS
MPDC- Designate

IVY MARIE S. PELESCO
Mun. Treasurer

HON. RONALDO T. LLEVE
Local Chief Executive

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

MUNICIPAL DEVELOPMENT COUNCIL OFFICE

EXCERPTS FROM THE MINUTES OF THE MUNICIPAL DEVELOPMENT COUNCIL (MDC) MEETING AT THE EXECUTIVE OFFICE, MUNICIPAL HALL, MAHAPLAG, LEYTE ON DECEMBER 11, 2025 AT 9:00 O'CLOCK IN THE MORNING.

RESOLUTION NO. 4
Series of 2025

"A RESOLUTION APPROVING THE ABOLITION OF MUNICIPAL GOVERNMENT ASSISTANT DEPARTMENT HEAD I (HRMO IV) IN THE HUMAN RESOURCE MANAGEMENT OFFICE. A VACANT FUNDED POSITION WITH SALARY GRADE 22 OF THE HUMAN RESOURCE MANAGEMENT OFFICE AND THE CREATION OF THE MUNICIPAL ADMINISTRATOR IN THE EXECUTIVE OFFICE IN THE LOCAL GOVERNMENT UNIT OF MAHAPLAG, LEYTE."

WHEREAS, Municipal Government Assistant Department Head I (HRMO IV) Is already a vacant funded position in the Plantilla of the Local Government Unit of Mahaplag, Leyte with salary grade 22;

WHEREAS, said position has allocation in the General Fund Annual Budget for the CY 2025;

WHEREAS, Municipal Government Department Head I (HRMO) has already existed and filled in the Human Resource Management Office of the Local Government Unit of Mahaplag, Leyte;

WHEREAS, the promotion of Mr. Alan C. Lorejas as Municipal Government Department Head I (HRMO) which he started as Municipal Government Assistant Department Head I (HRMO IV) simply signify that this assistant department head position is no longer a dire need considering that Mr. LOREJAS had rendered services as MGADH I for quite long time. Thus, he already familiar with the responsibilities and duties of the Municipal Government Assistant Department Head I (HRMO IV);

WHEREAS, the fund for the Municipal Government Assistant Department Head I (HRMO IV) could be utilized to fund other needed positions in the LGU-Mahaplag, Leyte;

WHEREAS, the Local Chief Executive has a broader mandate to his constituents that needs an after ego to perform, complete, or put into action a task, plan, effectively and efficiently bringing something to a successful conclusion or implementation in spite of his overflowing activities to be attended to;

WHEREAS, Creation of Municipal Administrator will ease the work of the Local Chief Executive;

WHEREAS, fund from the Municipal Government Assistant Department Head I (HRMO IV) as it reverted to the general fund will be used to fund the salaries , and other benefits of the Municipal Administrator with the supplemental fund from other funded vacant position in the Plantilla of the Local Government Unit of Mahaplag, Leyte;

WHEREAS, THE MUNICIPAL ADMINISTRATOR will represent, foresee and act on matters on behalf of the chief executive to cater the everyday clients in his office particularly in times he is out of town for equally important business being attended to;

[Handwritten signatures and initials on the left margin]

[Handwritten signatures and initials on the right margin]

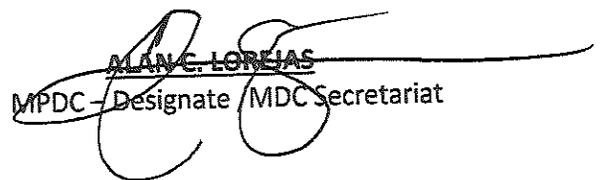
WHEREAS, the administrator will assist the chief executive in all programs, projects, and activities for the welfare of its people;

WHEREFORE, on motion of Mrs. Ofelia Balagon (CSO- Kabalikat) of Mahaplag, Leyte, duly seconded by all members of the Municipal Development Council present;

RESOLVED, as it hereby **RESOLVED**, to approve the **ABOLITION** of the Municipal Government Assistant Department Head I (HRMO IV) with salary grade 22 and the **CREATION** of the position of Municipal Administrator with salary grade 24 and such Salaries and Benefits of HRMO IV be reverted to the General Fund and be re-appropriated to fund the salaries and benefits of the newly created position, the Municipal Administrator supplemented by funds from other vacant funded position of the Plantilla of the Local Government Unit of Mahaplag, Leyte;

RESOLVED FURTHER, that copies of this resolution be furnished to the Office of the Sangguniang Bayan, Mahaplag, Leyte for their perusal, adoption, and approval.

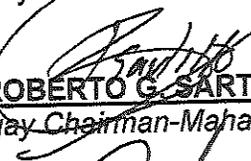
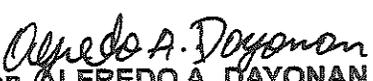
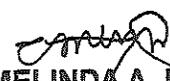
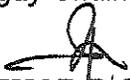
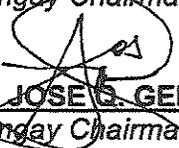
I HEREBY CERTIFY to the correctness of the foregoing resolution.


~~ALAN G. LOREÑAS~~
MPDC - Designate / MDC Secretariat

APPROVED:


HON. RONALDO T. LLEVE
Municipal Mayor
MDC Chairman

CONCURRED:

- (1.) Hon. EDGARDO R. CAMASIN
Barangay Chairman-Poblacion
- (2.) 
Hon. RAMIL T. CASTAÑAREZ
Barangay Chairman-Campin
- (3.) Hon. MARIA O. PIAMONTE
Barangay Chairwoman-Cuatro De Agosto
- (4.) Hon. WENCESLAO R. PUDA
Barangay Chairman-Hiluctogan
- (5.) 
Hon. ALAN D. ROA
Barangay Chairman-Hilusig
- (6.) 
Hon. EPIFANIA L. ACIDO
Barangay Chairman-Himamara
- (7.) 
Hon. NENITO L. TORRES
Barangay Chairman-Hinaguimitan
- (8.) Hon. NENITA D. MERCADERO
Barangay Chairman-Liberacion
- (9.) Hon. RAMIL F. PINO
Barangay Chairman-Mabuhay
- (10.) 
Hon. JESSICA D. RAMOS
Barangay Chairman-Mabungga
- (11.) 
Hon. GEROME O. SARAOSOS
Barangay Chairman-Magsuganao
- (12.) 
Hon. ROBERTO G. SARTILLO
Barangay Chairman-Mahayag
- (13.) 
Hon. ALFREDO A. DAYONAN
Barangay Chairman-Mahayahay
- (14.) 
Hon. RANDY M. GORTIANO
Barangay Chairman-Maligaya
- (15.) Hon. BONIFACIO A. DAVIS JR.
Barangay Chairman-Malinao
- (16.) 
Hon. EMELINDA A. MUÑEZ
Barangay Chairwoman-Malipoon
- (17.) 
Hon. EMAR B. TEROL
Barangay Chairman-Palanogan
- (18.) 
Hon. RODULFO Z. DE ASIS
Barangay Chairman-Paril
- (19.) 
Hon. NELSON D. LABRASADA
Barangay Chairman-Pinamonoan
- (20.) Hon. LITO K. ZAMORA
Barangay Chairman-Polahongon
- (21.) 
Hon. ROLANDO R. SIMPRON
Barangay Chairman-San Isidro
- (22.) Hon. ARNULFO V. LENTERIA
Barangay Chairman-San Juan
- (23.) 
Hon. BONIFACIO A. BERGADO III
Barangay Chairman-Sta. Cruz
- (24.) 
Hon. AVELINA O. MORING
Barangay Chairwoman-Sto. Niño
- (25.) 
Hon. ALVIN A. EMPRON
Barangay Chairman-Tagaytay
- (26.) Hon. ARANTE O. SISCON
Barangay Chairman-Uguis
- (27.) 
Hon. JOSE G. GERONES JR.
Barangay Chairman-Union
- (28.) 
Hon. ELSA C. LUMBEO
Barangay Chairman-Upper



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

MUNICIPAL DEVELOPMENT COUNCIL OFFICE

EXCERPTS FROM THE MINUTES OF THE MUNICIPAL DEVELOPMENT COUNCIL (MDC) MEETING AT THE EXECUTIVE OFFICE, MUNICIPAL HALL, MAHAPLAG, LEYTE ON DECEMBER 11, 2025 AT 9:00 IN THE MORNING.

RESOLUTION NO. 05
Series of 2025

"A RESOLUTION APPROVING THE SUPPLEMENTAL INVESTMENT PROGRAM NO. 3 FOR CALENDAR YEAR 2025. THE SRI FOR ELECTIVE OFFICIALS, REGULAR AND CASUAL EMPLOYEES , THE GRATUITY FEE FOR JOB ORDERS, TRAVEL ALLOWANCE FOR THE LEGISLATIVE DEPARTMENT, AND A MONTHLY COMPENSATION OF THE MUNICIPAL ADMINISTRATOR IN THE LGU- MAHAPLAG, LEYTE IN THE TOTAL AMOUNT OF THREE MILLION THREE HUNDRED FIFTY THOUSAND THREE HUNDRED SIX PESOS ONLY (Php.3,350,306.00)."

WHEREAS, presented and deliberated is the proposed Supplemental Investment Program No. 3 of the Municipality of Mahaplag, Leyte, for the Calendar Year 2025 in the total amount of **THREE MILLION THREE HUNDRED FIFTY THOUSAND THREE HUNDRED SIX PESOS ONLY (Php. 3,350,306.00)** for the other expenditures of the Local Government Unit of Mahaplag, Leyte this last quarter of year 2025;

WHEREAS, savings from vacant funded positions and savings from other department of the local Government Unit of Mahaplag, Leyte be utilized to defray the various year -end expenses of the municipality;

WHEREAS, a total amount of **THREE MILLION THREE HUNDRED FIFTY THOUSAND THREE HUNDRED SIX PESOS ONLY (Php. 3,350,306.00)** for the Year-end benefits of the employees/ workers of LGU- Mahaplag, Leyte, fund for travelling expense for the Legislative Services Department, and a month salary and benefits for the Municipal Administrator;

WHEREAS, an amount of **FIFTY THOUSAND PESOS ONLY(Php.50,000.00)** is hereby allocated for the travelling expenses of the members of the Legislative Department ;

WHEREAS, it's a need for the Legislative Department to have funds which will be utilized for any official travel of the members therein;

WHEREAS, an amount of **TWENTY THOUSAND PESOS ONLY (Php. 20,000.00)** for the SRI of each regular, casual and elected government officials of Mahaplag, Leyte;

WHEREAS, the total amount of **ONE MILLION FIVE HUNDRED EIGHTY THOUSAND PESOS ONLY (Php. 1,580,000.00)** for the SRI another year-end benefits of the elected officials, regular and casual workers of the Local Government Unit of Mahaplag, Leyte;

WHEREAS, an amount of **SEVEN THOUSAND PESOS ONLY(Php.7,000.00)** be given to all Job Orders of the LGU-Mahaplag, Leyte as gratuity fee for the calendar year 2025.

WHEREAS, said Gratuity Fee be given prorated to any JO who rendered at most four(4) months on December 15, 2025 with a satisfactory rating;

WHEREAS, the total amount for the Gratuity Fee of JO's is **ONE MILLION SIX HUNDRED FORTY-FIVE THOUSAND PESOS ONLY (Php. 1.645.000.00):**

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WHEREAS, an amount of SEVENTY -FIVE THOUSAND THREE HUNDRED SIX PESOS ONLY (Php. 75,306.00) for a month salary and other benefits of the new created item, the Municipal Administrator of the Local Government Unit of Mahaplag,Leyte;

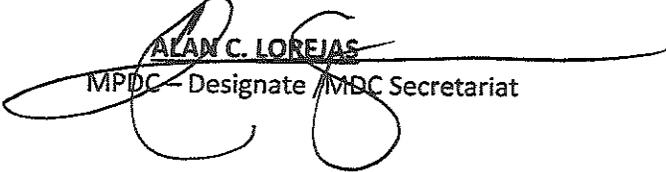
WHEREFORE, on motion of Hon. Emelinda Munez, Barangay Chairman of Brgy. Malipoon, Mahaplag, Leyte, duly seconded by the Honorable Alvin Empron of Barangay Tagaytay;

RESOLVED, as it hereby **RESOLVED**, to approve the Supplemental Investment Program (SIP) No. 3 of the Local Government Unit of Mahaplag, Leyte for Calendar Year 2025, in the total amount of **THREE MILLION THREE HUNDRED FIFTY THOUSAND THREE HUNDRED SIX PESOS ONLY (Php. 3,350,306.00)** for the Gratuity Fee of all JOs, SRI for the elected ,regular,and casual employees, a fund for a travelling expense of the members of the Legislative Department, and a month- fund allocation for the Municipal Administrator position;

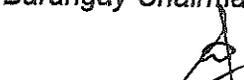
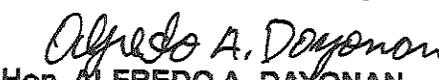
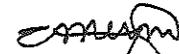
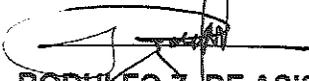
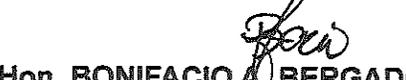
RESOLVED FURTHER, that copies of this resolution be furnished to the Office of the Sangguniang Bayan, Mahaplag, Leyte for reference ,review, adoption, and approval.

I HEREBY CERTIFY to the correctness of the foregoing resolution.

APPROVED: 
HON. RONALDO T. LLEVE
Municipal Mayor/ MDC Chairman


ALAN C. LOREJAS
MPDC - Designate / MDC Secretariat

CONCURRED:

- | | | | |
|-------|--|-------|---|
| (1.) | 
<u>Hon. EDGARDO R. CAMASIN</u>
Barangay Chairman-Poblacion | (2.) | 
<u>Hon. RAMIL T. CASTAÑAREZ</u>
Barangay Chairman-Campin |
| (3.) | <u>Hon. MARIA O. PIAMONTE</u>
Barangay Chairwoman-Cuatro De Agosto | (4.) | <u>Hon. WENCESLAO R. PUDA</u>
Barangay Chairman-Hiluctogan |
| (5.) | 
<u>Hon. ALAND D. ROA</u>
Barangay Chairman-Hilusig | (6.) | 
<u>Hon. EPIFANIA L. ACIDO</u>
Barangay Chairman-Himamara |
| (7.) | 
<u>Hon. NENITO L. TORRES</u>
Barangay Chairman-Hinaguimitan | (8.) | <u>Hon. NENITA D. MERCADERO</u>
Barangay Chairman-Liberacion |
| (9.) | <u>Hon. RAMIL F. PINO</u>
Barangay Chairman-Mabuhay | (10.) | 
<u>Hon. JESSICA D. RAMOS</u>
Barangay Chairman-Mabungga |
| (11.) | 
<u>Hon. GEROME O. SARAOSOS</u>
Barangay Chairman-Magsuganao | (12.) | 
<u>Hon. ROBERTO C. SARTILLO</u>
Barangay Chairman-Mahayag |
| (13.) | 
<u>Hon. ALFREDO A. DAYONAN</u>
Barangay Chairman-Mahayahay | (14.) | 
<u>Hon. RANDY M. GORTIANO</u>
Barangay Chairman-Maligaya |
| (15.) | <u>Hon. BONIFACIO A. DAVIS JR.</u>
Barangay Chairman-Malinao | (16.) | 
<u>Hon. EMELINDA A. MUÑOZ</u>
Barangay Chairwoman-Malipoon |
| (17.) | 
<u>Hon. EMAR B. TEROL</u>
Barangay Chairman-Palanogan | (18.) | 
<u>Hon. RODULFO Z. DE ASIS</u>
Barangay Chairman-Paril |
| (19.) | 
<u>Hon. NELSON D. ABRASADA</u>
Barangay Chairman-Pinamonoan | (20.) | <u>Hon. LITO K. ZAMORA</u>
Barangay Chairman-Polahongon |
| (21.) | 
<u>Hon. ROLANDO R. SIMPRON</u>
Barangay Chairman-San Isidro | (22.) | <u>Hon. ARNULFO V. LENTERIA</u>
Barangay Chairman-San Juan |
| (23.) | 
<u>Hon. BONIFACIO A. BERGADO III</u>
Barangay Chairman-Sta. Cruz | (24.) | 
<u>Hon. AVELINA O. MORING</u>
Barangay Chairwoman-Sto. Niño |
| (25.) | 
<u>Hon. ALVIN A. EMPRON</u>
Barangay Chairman-Tagaytay | (26.) | <u>Hon. ARANTE O. SISCON</u>
Barangay Chairman-Uguis |
| (27.) | 
<u>Hon. JOSE O. GERONES JR.</u>
Barangay Chairman-Union | (28.) | 
<u>Hon. ELSA C. LUMBEO</u>
Barangay Chairman-Upper |

CY 2025 SUPPLEMENTAL INVESTMENT PROGRAM (SIP) # 3

By Program/Project/Activity by Sector

as of December 1, 2025

Province/Municipality: MAHAPLAG, LETTE

(/) No climate change Expenditure (Please tick the box if your LGU does not have any climate change expenditure).

AIP Reference Code (1)	Program/Project/Activity Description (2)	Implementing Office/Dept (3)	Schedule of Implementation		Expected Outputs (6)	Funding Source (7)	AMOUNT				Total (12)	AMOUNT of Climate Change Expenditure			CC Typology Code (15)
			Start Date (4)	Completion Date (5)			Main. & Other Oper. Exps (9)	Financial Expenses (FE) (10)	Capital Outlay (11)	Climate Change Adaptation (13)		Climate Change Mitigation (14)			
1000-000-3-01-001-001-000-001	Executive Services- Service Recognition Incentive - Permanent Employees	MO	12/1/2025	12/31/2025	Service Recognition Incentive Paid	Gen Fund	340,000.00	0.00	0.00	0.00	340,000.00				
1000-000-3-01-001-001-000-002	Executive Services- - Creation of Municipal Government Department Head I (Mun. Administrator)	MO	12/1/2025	12/31/2025	Municipal Government Department Head I (Mun. Administrator) position Created	Gen Fund	75,306.00	0.00	0.00	0.00	75,306.00				
1000-000-3-01-001-001-000-003	Executive Services- Gratuity Incentive - Job Order Employees	MO	12/1/2025	12/31/2025	Gratuity Incentive Paid	Gen Fund	0.00	902,000.00	0.00	0.00	902,000.00				
1000-000-3-01-001-001-000-004	Disaster Risk Reduction & Mgmt. - Gratuity Incentive - Job Order Employees	DRRMO/ MO	12/1/2025	12/31/2025	Gratuity Incentive Paid	Gen Fund	-	56,000.00	0.00	0.00	56,000.00				
1000-000-3-01-001-001-000-005	Legislative Services - Service Recognition Incentive	MV/SB	12/1/2025	12/31/2025	Service Recognition Incentive Paid	Gen Fund	250,000.00		0.00	0.00	250,000.00				
1000-000-3-01-001-001-000-006	Legislative Services - Traveling Expenses -Local	MV/SB	12/1/2025	12/31/2025	Traveling Expenses - Local Paid	Gen Fund	-	50,000.00	0.00	0.00	50,000.00				
1000-000-3-01-001-001-000-007	Legislative Services - Gratuity Incentive - Job Order Employees	MV/SB	12/1/2025	12/31/2025	Gratuity Incentive - Paid	Gen Fund		70,000.00	0.00	0.00	70,000.00				
1000-000-3-03-001-001-000-005	Administrative Services- Service Recognition Incentive	HRMO	12/1/2025	12/31/2025	Service Recognition Incentive Paid	Gen Fund	20,000.00	0.00	0.00	0.00	20,000.00				

CY 2025 SUPPLEMENTAL INVESTMENT PROGRAM (SIP) # 3

By Program/Project/Activity by Sector

as of December 1, 2025

Province/Municipality: **MAHAPLAG, LEYTE**

(/) No climate change Expenditure (Please tick the box if your LGU does not have any climate change expenditure).

AIP Reference Code (1)	Program/Project/Activity Description (2)	Implementing Office/Dept. (3)	Schedule of Implementation		Expected Outputs (6)	Funding Source (7)	AMOUNT					AMOUNT of Climate Change Expenditure					
			Start Date (4)	Completion Date (5)			Personal Services (8)	Main. & Other Oper. Exps (9)	Financial Expenses (Fe) (10)	Capital Outlay (11)	Total 8+9+10+11 (12)	Climate Change Adaptation (13)	Climate Change Mitigation (14)	CC Typology Code (15)			
1000-000-3-01-009-001-000-009	Planning & Dev't. Coord. Services-Service Recognition Incentive	MPDC	12/1/2025	12/31/2025	Service Recognition Incentive Paid	Gen Fund	40,000.00	0.00	0.00	0.00	0.00	0.00	0.00	40,000.00			
1000-000-301-012-001-000-010	Civil Registry Services-Service Recognition Incentive	LCR	12/1/2025	12/31/2025	Service Recognition Incentive Paid	Gen Fund	20,000.00	0.00	0.00	0.00	0.00	0.00	0.00	20,000.00			
1000-000-3-01-008-001-000-011	Budgeting Services-Service Recognition Incentive	MBO	12/1/2025	12/31/2025	Service Recognition Incentive Paid	Gen Fund	20,000.00	0.00	0.00	0.00	0.00	0.00	0.00	20,000.00			
1000-000-3-01-007-001-000-012	Accounting Services-Service Recognition Incentive	MACCO	12/1/2025	12/31/2025	Service Recognition Incentive Paid	Gen Fund	40,000.00	0.00	0.00	0.00	0.00	0.00	0.00	40,000.00			
1000-000-3-01-005-001-000-013	Treasury Services-Service Recognition Incentive	INTO	12/1/2025	12/31/2025	Service Recognition Incentive Paid	Gen Fund	200,000.00	0.00	0.00	0.00	0.00	0.00	0.00	200,000.00			
1000-000-3-01-006-001-000-014	Assessment of Real Property Services-Service Recognition Incentive	MASSO	12/1/2025	12/31/2025	Service Recognition Incentive Paid	Gen Fund	20,000.00	0.00	0.00	0.00	0.00	0.00	0.00	20,000.00			
1000-000-3-01-006-001-000-015	Assessment of Real Property Services-Gratuity Incentive - Job Order Employees	MASSO	12/1/2025	12/31/2025	Gratuity Incentive - Paid	Gen Fund	0.00	42,000.00	0.00	0.00	0.00	0.00	0.00	42,000.00			

CY 2025 SUPPLEMENTAL INVESTMENT PROGRAM (SIP) # 3

By Program/Project/Activity by Sector
as of December 1, 2025

Province/Municipality: **MAHAPLAG, LEYTE**
(/) No climate change Expenditure (Please tick the box if your LGU does not have any climate change expenditure).

AIP Reference Code (1)	ogarrn/Project/Activity Description (2)	Implementing Office/Dept. (3)	Schedule of Implementation		Expected Outputs (6)	Funding Source (7)	AMOUNT							AMOUNT of Climate Change Expenditure			CC Code (15)
			Start Date (4)	Completion Date (5)			Personal Services (8)	Main. & Other Oper. Exps (9)	Financial Expenses (FE) (10)	Capital Outlay (11)	Total 8+9+10+11 (12)	Climate Change Adaptation (13)	Climate Change Mitigation (14)				
1000-000-3-01-001-001-000-016	St. Cleaning Services- Gratuity Incentive - Job Order Employees	MO	12/1/2025	12/31/2025	Gratuity Incentive Paid	Gen Fund	0.00	287,000.00	0.00	0.00	0.00	287,000.00					
1000-000-3-01-001-001-000-017	Garbage Services- Gratuity Incentive - Job Order Employees	MO	12/1/2025	12/31/2025	Gratuity Incentive Paid	Gen Fund	0.00	64,000.00	0.00	0.00	0.00	64,000.00					
sub-total							1,035,306.00	1,471,000.00	0.00	0.00	0.00	2,506,306.00					
3000-200-3							Social Services										
3000-200-3-02-005-001-000-001	Social Welfare & Dev't.- Service Recognition Incentive	MISWD	12/1/2025	12/31/2025	Service Recognition Incentive Paid	Gen Fund	120,000.00	0.00	0.00	0.00	0.00	120,000.00					
3000-200-3-01-011-002-000-001	Health Services- Service Recognition Incentive	RHU	12/1/2025	12/31/2025	Service Recognition Incentive Paid	Gen Fund	260,000.00	0.00	0.00	0.00	0.00	260,000.00					
sub-total							380,000.00	0.00	0.00	0.00	0.00	380,000.00					
8000-000-3							Economic Services										
8000-000-3-01-010-001-000-001	Agriculture Services- Service Recognition Incentive	MA	12/1/2025	12/31/2025	Service Recognition Incentive Paid	Gen Fund	60,000.00	0.00	0.00	0.00	0.00	60,000.00					

CV 2025 SUPPLEMENTAL INVESTMENT PROGRAM (SIP) # 3

By Program/Project/Activity by Sector

as of December 1, 2025

Province/Municipality: **MAHAPLAG, LEYTE**

(/) No climate change Expenditure (Please tick the box if your LGU does not have any climate change expenditure).

AIP Reference Code (1)	Program/Project/Activity Description (2)	Implementing Office/Dept. (3)	Schedule of Implementation			Expected Outputs (6)	Funding Source (7)	AMOUNT				Total 8+9+10+11 (12)	AMOUNT of Climate Change Expenditure		
			Start Date (4)	Completion Date (5)	Personal Services (8)			Main. & Other Oper. Exps (9)	Financial Expenses (FE) (10)	Capital Outlay (11)	Climate Change Adaptation (13)		Climate Change Mitigation (14)	CC Typology Code (15)	
8000-000-3-01-010-001-010-002	Engineering Services- Service Recognition Incentive	ME	12/1/2025	12/31/2025	Service Recognition Incentive Paid	Gen Fund	20,000.00	0.00	0.00	0.00	20,000.00				
8000-000-3-01-010-001-010-003	Waterworks System- Service Recognition Incentive	MMWS	12/1/2025	12/31/2025	Service Recognition Incentive Paid	Gen Fund	40,000.00	0.00	0.00	0.00	40,000.00				
8000-000-3-01-010-001-010-004	Waterworks System- Gratuity Incentive - Job Order Employees	MMWS	12/1/2025	12/31/2025	Gratuity Incentive Paid	Gen Fund	0.00	182,000.00	0.00	0.00	182,000.00				
8000-000-3-01-010-001-010-005	Operation of Market- Service Recognition Incentive	MTG/MO	12/1/2025	12/31/2025	Service Recognition Incentive Paid	Gen Fund	100,000.00	0.00	0.00	0.00	100,000.00				
8000-000-3-01-010-001-010-006	Operation of Slaughterhouse- Service Recognition Incentive	MTG/MO	12/1/2025	12/31/2025	Service Recognition Incentive Paid	Gen Fund	20,000.00	0.00	0.00	0.00	20,000.00				
8000-000-3-01-010-001-010-007	Bottling- Gratuity Incentive - Job Order Employees	MO	12/1/2025	12/31/2025	Gratuity Incentive Paid	Gen Fund	0.00	42,000.00	0.00	0.00	42,000.00				
<i>sub-total</i>							240,000.00	224,000.00	0.00	0.00	464,000.00				
Grand Total							1,655,306.00	1,695,000.00	0.00	0.00	3,350,306.00				

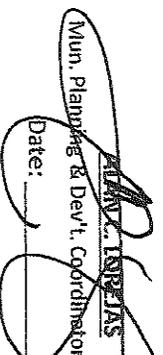
CY 2025 SUPPLEMENTAL INVESTMENT PROGRAM (SIP) # 3

By Program/Project/Activity by Sector
as of December 1, 2025

Province/Municipality: **MAHAPLAG, LEYTE**
(/) No climate change Expenditure (Please tick the box if your LGU does not have any climate change expenditure).

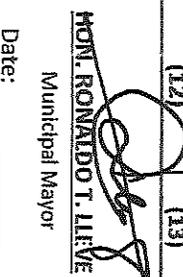
AIP Reference Code (1)	Program/Project/Activity Description (2)	Implementing Office/Dept. (3)	Schedule of Implementation		Expected Outputs (6)	Funding Source (7)	AMOUNT			Financial Expenses (1E) (10)	Capital Outlay (11)	Total 8+3+10+11 (12)	AMOUNT of Climate Change Expenditure		CC Typology Code (15)	
			Start Date (4)	Completion Date (5)			Personal Services (8)	Main. & Other Oper. Exps (9)	Climate Change Adaptation (13)				Climate Change Mitigation (14)			

Prepared by:


ARNEL S. LOREJAS
Mun. Planning & Dev't. Coordinator - Designate
Date: _____


ARMONIO J. MANTACULO
Municipal Budget Officer
Date: _____

Attested by:


HON. RONALDO T. LLIEVE
Municipal Mayor
Date: _____