



Republic of the Philippines
PROVINCE OF LEYTE
 Provincial Capitol
 Tacloban City

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PROVINCIAL LEGAL OFFICE

Item No.: 23
 Date: 13 2026 JAN

Province of Leyte
 Legal Office
 Released: [Signature]
 Time: 1:7-26
 Date: 1-7-26

2nd INDORSEMENT
 December 3, 2025

Sangguniang Panlalawigan
 Province of Leyte
RECEIVED
 Date: JAN 08 2026
 By: [Signature]

Respectfully returned to the Sangguniang Panlalawigan of Leyte, through the SP Secretary, the attached Ordinance No. 9 series of 2025 of the Sangguniang Bayan of Jaro, Leyte.

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

- Ordinance No. 9 series of 2025: “An Ordinance amending position titles of the following positions without adjustments of Salary Grade”

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. 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.

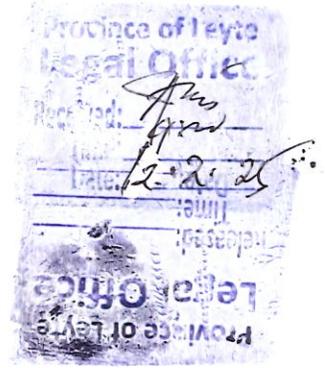
ATTY. JOSE RAYMUND A. ACOL
Provincial Legal Officer

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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OFFICE OF THE SANGGUNIANG PANLALAWIGAN



1ST INDORSEMENT
 01 December 2025

The Provincial Legal Office is respectfully requested to review and submit recommendations on the herein **Ordinance No.09, series of 2025 of the Municipality of Jaro, Leyte**, entitled: **Ordinance amending position titles of the following positions without adjustments of Salary Grade, to wit:**

PLANTILLA POSITION TITLE: - [SG] - GENERIC & PARENTHETICAL REMARKS:

TITLES OF POSITIONS IN LGU:

| | | | |
|---|------|--|------------------|
| Mun. Mayor's Office | | | |
| 1. Private Secretary | [15] | Sr. Adm. Asst. III (Private Sec.) | Filled |
| Municipal Administrator's Office: | | | |
| 2. Mun. Administrator | [24] | Mun. Govt. Dept. Head (Mun. Adm.) | Filled |
| Solid Waste Mgt. Office | | | |
| 3. Adm. Asst. II (Asst. Info. Offr.) | [8] | Asst. Information Officer | Vacant w/funding |
| Office of the SB Secretary | | | |
| 4. Sec. to the Sang. Bayan (Board Secretary V | [24] | Board Secretary V | Filled |
| 5. Data Entry Machine Operator IV | [13] | Sr. Adm. Assistant I (Data Entry Machine Operator) | Filled |
| 6. Reproduction Machine Operator(III) | [7] | Adm. Asst. I (RMO III) | Vacant w/funding |
| Municipal Accountant's Office | | | |
| 7. Mgt. and Audit Analyst III | [18] | Adm. Offr. V (Mgt. & Audit Analyst III) | Vacant w/funding |
| Municipal Gen. Services Office | | | |
| 8. Mun. Govt. Dept Head (Gen. Services Officer) | [24] | Mun. Govt. Dept. Head I (Mun. Gen. Services Officer.) | Filled |
| Mun. Health Office | | | |
| 9. Mun. Govt. Asst. Dept. Head (Medical Specialist IV) | [22] | Mun. Govt. Asst. Dept. Head (Medical Specialist I) | Vacant w/funding |


FLORINDA JILLS UYVICO
 Secretary to the Sanggunian



Republic of the Philippines
Province of Leyte
MUNICIPALITY OF JARO
Office of the Sangguniang Bayan Secretary
Legislative Building
Corner Del Carmen and Real Streets

SANGGUNIANG PANLALAWIGAN

November 25, 2025

THE HONORABLE SANGGUNIANG PANLALAWIGAN
Provincial Capitol Complex
Tacloban City



Thru: **Florinda Jill S. Uyvico**
Secretary to the Sanggunian

Madam;

Respectfully forwarding **ORDINANCE NO. 09**, series of 2025, otherwise known as, **AN ORDINANCE AMENDING THE POSITION TITLES OF THE FOLLOWING POSITIONS WITHOUT ADJUSTMENT OF SALARY GRADE, TO WIT:**

| PLANTILLA POSITION OF TITLE | SG | GENERIC & PARENTHETICAL TITLES OF POSITION IN LGU | REMARKS |
|---|----|---|-------------------|
| Municipal Mayor's Office 1. Private Secretary | 15 | Senior Admin. Assistant III (private Secretary II) | Filled |
| Municipal Administrator's Office 2. Municipal Administrator | 24 | Municipal Department Head (Municipal Administrator) | Filled |
| Solid Waste Management Office 3. Administrative Assistant II (Assistant Information Officer) | 8 | Assistant Information Officer | Vacant w/ funding |
| Office of the SB Secretary 4. Secretary to the Sangguniang Bayan | 24 | Board Secretary V | Filled |
| 5. Data Entry Machine Operator IV | 13 | Senior Administrative Assistant I | Filled |
| 6. Reproduction Machine Operator III | 7 | Administrative Assistant I (Reproduction Machine Operator III) | Vacant w/ Funding |
| Municipal Accountant's Office | | | |

| | | | |
|---|----|---|-------------------|
| 7. Management and Audit Analyst III | 38 | Administrative Officer IV (Management and Audit Analyst III) | Vacant w/ Funding |
| Municipal General Services Office 8. Municipal Government Department Head I (General Services Officer) | 24 | Municipal Government Department Head I (Municipal General Services Officer) | Filled |
| Municipal Health Office 9. Municipal Government Assistant Department Head I (Medical Officer IV) | 22 | Municipal Government Assistant Department Head I (Medical Specialist I) | Vacant w/ Funding |

for review and favorable action by the Honorable Sangguniang Panlalawigan.

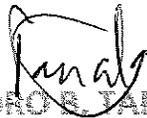
Thank you in advance for your kind consideration on the matter.

Very truly yours,



RENATO B. OBIÑA
Acting Secretary to the Sanggunian
DEMO IV

NOTED:



HON. PEDRO B. TANALA, JR.
Municipal Vice-Mayor
Presiding Officer



SANGGUNIANG PANGALAWIGAN



MUNICIPAL ORDINANCE NO. 09
Series of 2025

INTRODUCED BY: HONORABLE TEOFILO C. CABELLO
Chairman Committee on Good Government, Public Ethics
and Accountability

AN ORDINANCE AMENDING THE POSITION TITLES OF THE FOLOWING POSITIONS WITHOUT ADJUSTMENTS OF SALARY GRADE, YO WIT:

| PLANTILLA POSITION OF TITLE | SG | GENERIC & PARENTHEICAL TITLES OF POSITION IN LGU |
|--|----|---|
| Municipal Mayor's Office 1. Private Secretary | 35 | Senior Admin Assistant III (private Secretary II) |
| Municipal Administrator's Office 2. Municipal Administrator | 24 | Municipal Department Head I (Municipal Administrator) |
| Solid Waste Management Office 3. Administrative Assistant II (Assistant Information Officer) | 8 | Assistant Information Officer |
| Office of the SB Secretary 4. Secretary to the Sangguniang Bayan | 24 | Board Secretary V |
| 5. Data Entry Machine Operator IV | 13 | Senior Administrative Assistant I |
| 6. Reproduction Machine Operator III | 7 | Administrative Assistant I (Reproduction Machine Operator III) |
| Municipal Accountant's Office 7. Management and Audit Analyst III | 18 | Administrative Officer V (Management and Audit Analyst III) |
| Municipal General Services Office 8. Municipal Government Department Head I (General Services Officer) | 24 | Municipal Government Department Head I (Municipal General Services Officer) |
| Municipal Health Office 9. Municipal Government Assistant Department Head I (Medical Officer IV) | 22 | Municipal Government Assistant Department Head I (Medical Specialist I) |



Republic of the Philippines
PROVINCE OF LEYTE
MUNICIPALITY OF JARO

OFFICE OF THE SANGGUNIANG BAYAN

EXCERPT FROM THE MINUTES OF THE 14th REGULAR SESSION OF THE
SANGGUNIANG BAYAN OF JARO, LEYTE HELD AT THE SB SESSION HALL,
LEGISLATIVE BUILDING ON OCTOBER 21, 2025.

PRESENT:

- | | |
|--------------------------------|--|
| HON. PEDRO B. TAÑALA, JR. | -Municipal Vice Mayor/SB Presiding Officer |
| HON. REY P. AURE | -SB Member/Presiding Officer Pro-Tempore |
| HON. LANULFO M. BORJA | -SB Member |
| HON. FRANCISCO R. ALTRES | -SB Member/Majority Floor Leader |
| HON. RAUL A. MACANDA | -SB Member |
| HON. BENJAMIN H. GARIANDO, JR. | -SB Member |
| HON. TEOFILO C. CABELLO | -SB Member |
| HON. CARMENCITA G. TAÑALA | -SB Member |
| HON. ALMA A. TAMAYO | -SB Member |
| HON. ZANDRO T. MORABE | -SB Member/LIGA Fed.-President |
| HON. VIANCA MAE N. FAMILAR | -SB Member/SK Fed.-President |

EXPLANATORY NOTE

Section 76 of Republic Act No. 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, subject to civil service laws, rules, and regulations.

The Local Government Unit recognizes the need to amend its plantilla of positions to ensure efficiency, proper delivery of public service, and alignment with current organizational requirements.

The Human Resource Management Office, together with the Committee on Personnel, has conducted an evaluation and recommended the amendment of these plantilla positions.


HONORABLE TEOFILO C. CABELLO
Chairman Committee on Good Government, Public Ethics
and Accountability






INTRODUCED BY: HONORABLE TEOFILO C. CABELLO
Chairman Committee on Good Government, Public Ethics and Accountability

ORDINANCE NO. 09
SERIES OF 2025

ORDINANCE AMENDING THE POSITION TITLES OF THE FOLLOWING
POSITIONS WITHOUT ADJUSTMENTS OF SALARY GRADE, TO WIT:

| PLANTILLA POSITION TITLE | SG | GENERIC & PARENTHETICAL TITLES OF POSITIONS IN LGU | REMARKS |
|---|----|---|---------------------|
| Municipal Mayor's Office 1. Private Secretary | 15 | Senior Administrative Assistant III (Private Secretary II) | Filled |
| Municipal Administrator's Office 2. Municipal Administrator | 24 | Municipal Government Department Head I (Municipal Administrator) | Filled |
| Solid Waste Management Office 3. Administrative Assistant II (Assistant Information Officer) | 8 | Assistant Information Officer | Vacant/with funding |
| Office of the SB Secretary 4. Secretary to the Sangguniang Bayan (Board Secretary V) | 24 | Board Secretary V | Filled |
| 5. Data Entry Machine Operator IV | 13 | Senior Administrative Assistant I (Data Entry Machine Operator) | Filled |
| 6. Reproduction Machine Operator III | 7 | Administrative Assistant I (Reproduction Machine Operator III) | Vacant/with funding |
| Municipal Accountant's Office 7. Management and Audit Analyst III | 18 | Administrative Officer V (Management and Audit Analyst III) | Vacant/with funding |
| Municipal General Services Office 8. Municipal Government Department Head I (General Services Officer) | 24 | Municipal Government Department Head I (Municipal General Services Officer) | Filled |
| Municipal Health Office 9. Municipal Government Assistant Department Head I (Medical Officer IV) | 22 | Municipal Government Assistant Department Head I (Medical Specialist I) | Vacant/with funding |

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

SECTION 1. There is hereby amended the position title of the following plantilla positions without adjustment of salary grade, to wit:

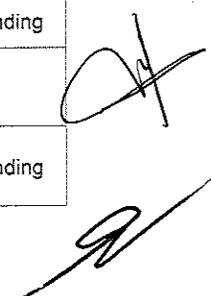
| PLANTILLA POSITION TITLE | SG | GENERIC & PARENTHETICAL TITLES OF POSITIONS IN LGU | REMARKS |
|---|----|---|---------------------|
| Municipal Mayor's Office 1. Private Secretary | 15 | Senior Administrative Assistant III (Private Secretary II) | Filled |
| Municipal Administrator's Office 2. Municipal Administrator | 24 | Municipal Government Department Head I (Municipal Administrator) | Filled |
| Solid Waste Management Office 3. Administrative Assistant II (Assistant Information Officer) | 8 | Assistant Information Officer | Vacant/with funding |
| Office of the SB Secretary 4. Secretary to the Sangguniang Bayan (Board Secretary V) | 24 | Board Secretary V | Filled |
| 5. Data Entry Machine Operator IV | 13 | Senior Administrative Assistant I (Data Entry Machine Operator) | Filled |
| 6. Reproduction Machine Operator III | 7 | Administrative Assistant I (Reproduction Machine Operator III) | Vacant/with funding |
| Municipal Accountant's Office 7. Management and Audit Analyst III | 18 | Administrative Officer V (Management and Audit Analyst III) | Vacant/with funding |
| Municipal General Services Office 8. Municipal Government Department Head I (General Services Officer) | 24 | Municipal Government Department Head I (Municipal General Services Officer) | Filled |
| Municipal Health Office 9. Municipal Government Assistant Department Head I (Medical Officer IV) | 22 | Municipal Government Assistant Department Head I (Medical Specialist I) | Vacant/with funding |

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HON. CARMENCITA G. TAÑALA
SB Member


HON. ALMA A. TAMAYO
SB Member


HON. ZANDRO T. MORABE
SB Member/LIGA FED.-President


HON. VIANCA MAE N. FAMILAR
SB Member/SK FED.-President

ATTESTED:


HON. PEDRO B. TAÑALA, JR.
Municipal Vice Mayor
SB Presiding Officer

APPROVED:


HON. JASSIE LOU TAÑALA
Municipal Mayor





Republic of the Philippines
PROVINCE OF LEYTE
MUNICIPALITY OF JARO

TANGGAPAN NG SANGGUNIANG BAYAN

MINUTES OF THE 14th REGULAR SESSION OF THE SANGGUNIANG BAYAN
OF JARO, LEYTE HELD AT THE SB SESSION HALL LEGISLATIVE BUILDING
ON OCTOBER 21, 2025

PRESENT:

| | |
|--------------------------------|--|
| HON. PEDRO B. TAÑALA, JR. | -Municipal Vice Mayo/Presiding Officer |
| HON. REY P. AURE | -SB Member/Presiding Officer Pro-Tempore |
| HON. LANULFO M. BORJA | -SB Member |
| HON. FRANCISCO R. ALTRES | -SB Member/Majority Floor Leader |
| HON. RAUL A. MACANDA | -SB Member |
| HON. BENJAMIN H. GARIANDO, JR. | -SB Member |
| HON. TEOFILO C. CABELLO | -SB Member |
| HON. CARMENCITA G. TAÑALA | -SB Member |
| HON. ALMA A. TAMAYO | -SB Member |
| HON. ZANDRO T. MORABE | -SB Member/LIGA Fed.-President |
| HON. VIANCA MAE N. FAMILAR | -SB Member/SK Fed.-President |

RECORDS OF THE PROCEEDINGS:

CALL TO ORDER, PRAYER, SINGING OF THE PHILIPPINE NATIONAL ANTHEM AND
ROLL CALL.

Honorable Pedro B. Tañala, Jr., Vice-Mayor and SB Presiding Officer called to order the 14th Regular Session of the Sangguniang Bayan at 9:52 in the morning. He then requested the SB Members to stand for the prayer, which was followed by the singing of the Philippine National Anthem.

PRAYER

The Body offered a silent prayer.

PAMBANSANG AWIT

The Body sang the Philippine National Anthem.

ROLL CALL

After the singing of the Philippine National Anthem, the Chair requested the SB Secretary to call the roll to determine if there is a quorum, as follows:

PRESENT:

| | |
|---------------------------|--|
| HON. PEDRO B. TAÑALA, JR. | -Municipal Vice Mayo/Presiding Officer |
| HON. REY P. AURE | -SB Member/Presiding Officer Pro-Tempore |
| HON. LANULFO M. BORJA | -SB Member |
| HON. FRANCISCO R. ALTRES | -SB Member/Majority Floor Leader |
| HON. RAUL A. MACANDA | -SB Member |

Familiar

| | |
|--------------------------------|--------------------------------|
| HON. BENJAMIN H. GARIANDO, JR. | -SB Member |
| HON. TEOFILO C. CABELLO | -SB Member |
| HON. CARMENCITA G. TAÑALA | -SB Member |
| HON. ALMA A. TAMAYO | -SB Member |
| HON. ZANDRO T. MORABE | -SB Member/LIGA Fed.-President |
| HON. VIANCA MAE N. FAMILAR | -SB Member/SK Fed.-President |

The Chair declared that with all Sangguniang Bayan members present, the 14th Sangguniang Bayan Regular Session had a quorum. The Chair then requested Honorable Francisco R. Altres, Majority Floor Leader, to facilitate the Order of Business for the day.

Honorable Francisco R. Altres obtained the floor and manifested that the session for today is not a special session as indicated in the notice, but a regular session, since there are more than two (2) agenda items listed in the Calendar of Business. He then requested the reading of the minutes of the 13th Regular Session of the Sangguniang Bayan held on October 13, 2025. After the reading, the Chair asked the Body if there were any amendments to the minutes. Hearing none, the Chair declared that the minutes of the 13th Regular Session of the Sangguniang Bayan were duly adopted, without amendments thereto, as read by the SB Secretary.

 PRIVILEGE HOUR-NONE.

QUESTION HOUR-NONE

READING AND REFERRAL OF PROPOSED MEASURES: NONE

COMMITTEE REPORT:

ITEM NO. 1: PROPONENT: HONORABLE LANULFO M. BORJA
Chairman Committee on Environmental Protection

 A PROPOSED RESOLUTION ADOPTING THE MINUTES OF THE COMMITTEE MEETING OF THE COMMITTEE ON ENVIRONMENTAL PROTECTION HELD ON OCTOBER 15, 2025 TO REVIEW THE PROPOSED RESOLUTION INTERPOSING NO OBJECTION TO THE SAND AND GRAVEL APPLICANT FOR THEIR BUSINESS PERMIT, TO WIT:

1. RHODERICK R. CODOG
LOCATION: BRGY. BURI JARO, LEYTE
2. ANNA RINA DOMINIQUE L. SALAZAR
LOCATION: BRGY. BUENAVISTA JARO, LEYTE
3. RONALD PHILIP G. YAO – (FOR RENEWAL)
LOCATION: BRGY. SAN AGUSTIN JARO, LEYTE

The Chair gave the floor to Hon. Lanulfo M. Borja, who manifested that a site visit will be conducted to the above-mentioned applicants' locations before the Body approves the resolution interposing no objection.

Hon. Raul A. Macanda then moved for a recess, which was duly seconded, to allow the members to conduct the site visit of the sand and gravel business concessionaires. The Chair declared a recess at 10:37 A.M.

After the recess, the Chair declared the session resumed at 12:55 A.M. and requested Hon. Lanulfo M. Borja to continue the reading of the Minutes of the Committee Meeting.

Hon. Lanulfo M. Borja moved for the consideration of the above proposed resolution, which was duly seconded. Thereafter, Hon. Lanulfo M. Borja, through the Chair requested Ms. Madelyn Togonon to read the committee report.

The Chair directed Ms. Togonon to proceed with the reading of the Committee Report. After the reading, the Chair inquired from the Body if there were any corrections.

Hon. Lanulfo M. Borja said that Mr. Salazar has not yet submitted his lacking documents and the asked the Body for any comments based on the site visit.

Hon. Raul A. Macanda said regarding the Mr. Codog application, he must first submit the cancellation of resolution issued to Mr. Emnas.

The Chair asked if Mr. Codog was aware of his lacking documents for compliance.

Hon. Lanulfo M. Borja answered that Mr. Codog was informed during the committee meeting.

Hon. Zandro Morabe raised that these applicants must commit not to use heavy vehicles beyond the prescribe limits because the Barangay roads will be damaged. And suggested that the projects/ constructions in Jaro be prioritized since the materials in Jaro was better than the other sources of these aggregates.

Hon. Benjamin H. Gariando Jr. suggested to approve first the committee report.

The Chair the requested Hon. Lanulfo M. Borja, to offer the final motion for its adoption.

Hon. Lanulfo M. Borja took the floor and moved for the final adoption of the Committee Report, which was duly seconded en masse.

Hon. Teofilo C. Cabello point a clarification that Anna Rina Dominique L. Salazar is not yet included since she did not attend during the committee meeting.

Hon. Lanulfo M. Borja explained that the item is for the adoption of committee report only and not yet for the approval of the resolution interposing no objection to the applicants.

Thereafter, the Chair declared that for Item No. 1, under the Committee Report, had been moved, carried, and approved en masse.

CALENDAR OF BUSINESS:

- A. UNFINISHED BUSINESS: NONE
- B. BUSINESS FOR THE DAY:

**ITEM NO. 1 – APPROVAL ON THIRD AND FINAL READING
 OF ORDINANCE NO. 09, SERIES OF 2025.**

INTRODUCED BY: HONORABLE TEOFILO C. CABELLO
 Chairman Committee on Good Government, Public Ethics
 and Accountability

**ORDINANCE NO. 09
SERIES OF 2025**

**AN ORDINANCE AMENDING THE POSITION TITLES OF THE FOLLOWING
 POSITIONS WITHOUT ADJUSTMENTS OF SALARY GRADE, TO WIT:**

| PLANTILLA POSITION TITLE | SG | GENERIC & PARENTHETICAL TITLES OF POSITIONS IN LGU | REMARKS |
|--|----|---|---------------------|
| Municipal Mayor's Office 1. Private Secretary | 15 | Senior Administrative Assistant III (Private Secretary II) | Filled |
| Municipal Administrator's Office 2. Municipal Administrator | 24 | Municipal Government Department Head I (Municipal Administrator) | Filled |
| Solid Waste Management Office 3. Administrative Assistant II (Assistant Information Officer) | 8 | Assistant Information Officer | Vacant/with funding |
| Office of the SB Secretary 4. Secretary to the Sangguniang Bayan (Board Secretary V) | 24 | Board Secretary V | Filled |
| 5. Data Entry Machine Operator IV | 13 | Senior Administrative Assistant I (Data Entry Machine Operator) | Filled |
| 6. Reproduction Machine Operator III | 7 | Administrative Assistant I (Reproduction Machine Operator III) | Vacant/with funding |
| Municipal Accountant's Office 7. Management and Audit Analyst III | 18 | Administrative Officer V (Management and Audit Analyst III) | Vacant/with funding |
| Municipal General Services Office 8. Municipal Government Department Head I (General Services Officer) | 24 | Municipal Government Department Head I (Municipal General Services Officer) | Filled |
| Municipal Health Office 9. Municipal Government Assistant Department Head I (Medical Officer IV) | 22 | Municipal Government Assistant Department Head I (Medical Specialist I) | Vacant/with funding |

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The Chair recognized Hon. Teofilo C. Cabello to offer the motion.

The Chair then opined and inquired from the floor if there were any minor amendments to the ordinance, and hearing none, requested Hon. Teofilo C. Cabello to offer the final motion.

Hon. Teofilo C. Cabello took the floor, and moved for its final approval, which was duly seconded en masse.

Thereafter, the Chair declared that **Ordinance No. 09, Series of 2025, otherwise known as "An Ordinance Amending the Position Titles of the Plantilla Positions Without Adjustments of Salary Grade"** has been moved, carried, and approved en masse by the August Body under the **third and final reading**.

ITEM NO. 2 – EXECUTIVE AGENDA:

PROPONENT: HONORABLE LANULFO M. BORJA
Chairman Committee on Environmental Protection

A PROPOSED RESOLUTION ADOPTING THE MINUTES OF THE COMMITTEE MEETING OF THE COMMITTEE ON ENVIRONMENTAL PROTECTION HELD ON OCTOBER 15, 2025 TO REVIEW THE PROPOSED RESOLUTION INTERPOSING NO OBJECTION TO THE SAND AND GRAVEL APPLICANT FOR THEIR BUSINESS PERMIT, TO WIT:

1. RHODERICK R. CODOG
LOCATION: BRGY. BURI JARO, LEYTE
2. ANNA RINA DOMINIQUE L. SALAZAR
LOCATION: BRGY. BUENAVISTA JARO, LEYTE
3. RONALD PHILIP G. YAO – (FOR RENEWAL)
LOCATION: BRGY. SAN AGUSTIN JARO, LEYTE

Hon. Lanulfo M. Borja moved for the approval of the proposed resolution, but only in favor of Mr. Ronald Philip G. Yao since he was the only one able to submit the required documents. The motion was unanimously approved en masse by the Body.

During the discussion Hon. Rey P. Aure observed that the application of Mr. Codog was for an industrial permit, but the area involved does not exceed five (5) hectares— only one (1) hectare. He personally clarified with Mr. Codog regarding the area of the property, and Mr. Codog confirmed that it is indeed only one (1) hectare. Therefore, the permit should fall under the *commercial* category, not *industrial*.

Hon. Benjamin H. Gariando Jr. asked if only one (1) applicant would be approved.

The Chair answered that Mr. Codog's approval is still on hold pending the submission of the cancelled resolution previously issued for the same property. He further stated that the permit must be for *commercial* use only, not *industrial*.

Hon. Benjamin H. Gariando Jr. suggested requesting the concessionaires to prioritize Jaro projects since the resources come from this locality.

The Chair responded that Jaro consumers must indeed be prioritized, especially hardware stores. He added that since they even sell to individual house constructions, they should also prioritize hardware suppliers. He further reminded that only trucks with a capacity of twelve (12) cubic meters are allowed.

Hon. Benjamin H. Gariando Jr. asked about those who operate during nighttime.

The Chair responded that such operations are already being apprehended.

Hon. Lanulfo M. Borja suggested requesting a report on the daily extraction volume. He noted that the MGB, before issuing a permit, only allows a certain volume of extraction per year, as assessed by the DENR. Therefore, concessionaires must submit extraction data so that the committee can determine whether they are exceeding their allowable limits.

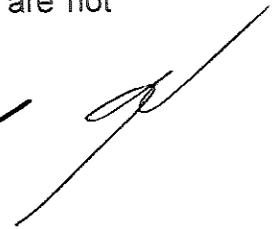
The Chair responded that the report is with the SAG Task Force.

Hon. Alma A. Tamayo asked if they could request a communication letter from the SAG Office inviting the Committee Chair during the site inspection.

The Chair responded in the affirmative.

Hon. Raul A. Macanda stated that based on the application of Mr. Yao, they are engaged in road rehabilitation activities. He also submitted the attendance sheet for the public hearing in Barangay San Agustin. Likewise, Mr. Codog submitted the attendance sheet for the public hearing in Barangay Buri. He expressed his support for the approval of Mr. Yao's application.

The Chair agreed, confirming that Mr. Yao is indeed conducting such activities. However, he noted that two (2) concessionaires passing through those roads are not contributing to the road rehabilitation efforts.



Hon. Carmencita G. Tañala in connection with Hon. Morabe's recommendation on the truck weight limit, suggested the drafting of an ordinance regulating the allowable truck weight passing through municipal roads and prohibiting the use of wing vans in hauling sand and gravel. She emphasized that once such ordinance is passed, the Municipality would have the authority to prohibit their entry.

Hon. Teofilo C. Cabello clarified that for Item No. 2, the wording of the resolution must be revised since the applications of Mr. Rhoderick R. Codog and Ms. Anna Rina Dominique L. Salazar are still subject to compliance with the lacking requirements.

Hon. Rey P. Aure reiterated that Mr. Codog's application falls under *commercial* and not *industrial* classification.

Hon. Lanulfo M. Borja then moved for the approval of the proposed resolution interposing no objection to the Sand and Gravel Business Permit Renewal of Mr. Ronald Philip G. Yao located in Barangay San Agustin Jaro, Leyte, which was unanimously approved en masse by the Body.

Thereafter, the Chair declared that for **Item No. 2, under the Business for the Day**, the same has been moved, carried, and approved en masse by the August Body.

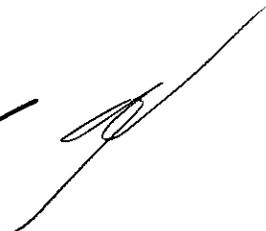
OTHER MATTERS:

1. The Chair announced a solicitation letter requesting burial assistance amounting to 8,000.00.
2. Hon. Rey P. Aure took the floor and moved for the adoption of a proposed resolution Congratulating and Commending Dr. Quenee Joyce L. Cabello for passing the 2025 Physician Licensure Exam (PLE).

Thereafter, the Chair declared that the resolution Congratulating and Commending Dr. Quenee Joyce L. Cabello for passing the 2025 Physician Licensure Exam (PLE) has been moved, carried and approved en masse by the August Body.

3. Hon. Benjamin H. Gariando, Jr. requested that a committee meeting be held on October 27, 2025, 1:00 P.M. to review the draft Implementing Rules and Regulations of the Revised Public Market Code of 2022 for the Municipality of Jaro with the following resource person:

SB/SEC_jam_jac_rfo_2025



- 1) Nestor C. Tamayo, MTO;
- 2) Ian Paulo C. Mercado, Market Supervisor;
- 3) Judy Calabia, MAO;
- 4) Engr. Julius C. Cativo, MLO;
- 5) Engr. Estrella C. Ligayan, GSO;
- 6) Dr. Corazon A. Acbo, MHO;
- 7) Engr. Pempe C. Quiñones, MEEEO;
- 8) Arvin Aborita, Sanitary Inspector;
- 9) PMAJ Ronald A. Puso, PNP; and
- 10) FINSP Estrella C. Davuyan, BFP.

4. Hon. Raul A. Macanda took the floor and moved for the adoption of a proposed resolution Congratulating and Commending Dr. Riza Mae A. Salgado for passing the 2025 Physician Licensure Exam (PLE).

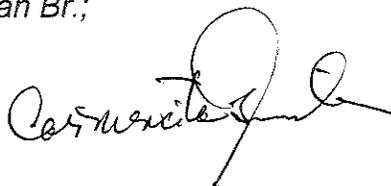
Thereafter, the Chair declared that the resolution Congratulating and Commending Dr. Risa Mae A. Salgado for passing the 2025 Physician Licensure Exam (PLE) has been moved, carried and approved en masse by the August Body.

5. The Chair announced an Advisory from the Leyte 2nd District Engineering Office with the following subject:

Urgent enforcement of Traffic Rules on Maximum Load for Bridges Nationwide.

"In light of recent bridge failures such as, the collapse of the Piggatan Bridge in Alcala, Cagayan, the Daguitan Bridge in your municipality and the occurrence of Magnitude 6.9, 7.6, and 6.0 earthquakes, we strongly recommend the strict the implementation of relevant traffic rules and regulations and enforcement of a MAXIMUM ALLOWABLE LOAD LIMIT OF TEN (10) TONS for the following bridge under the jurisdiction of your Municipality:

- 1) (B00074LT) Cabayongan Br.;
- 2) (B0007SLT) Agongongan Br.;
- 3) (B00076LT) Mainit Br.;
- 4) (B00077LT) Taytay Br.;
- 5) (B0007BLT) Minulho Br.;
- 6) (B00523LT) Hibucawan Br.;



- 7) (B00524LT) Hiagsam Br.; and
- 8) (B00525LT) Cabungaan Br.

There being no more business for consideration, Hon. Teofilo C. Cabello, moved for the adjournment of the session, duly seconded. Thereafter, the Chair declared the 14th SB Regular Session adjourned at 1:46 P.M.

EXCERPT RESOLUTION/ORDINANCE:

ITEM NO.1- PROPONENT: HONORABLE LANULFO M. BORJA
Chairman Committee on Environmental Protection

RESOLUTION NO. 2025 - 156

A RESOLUTION ADOPTING THE MINUTES OF THE COMMITTEE MEETING OF THE COMMITTEE ON ENVIRONMENTAL PROTECTION HELD ON OCTOBER 15, 2025, TO REVIEW THE PROPOSED RESOLUTION INTERPOSING NO OBJECTION TO THE SAND AND GRAVEL APPLICANTS FOR THEIR BUSINESS PERMIT, TO WIT:

1. RHODERICK R. CODOG
LOCATION: BARANGAY BURI, JARO, LEYTE.
2. ANNA RINA DOMINIQUE L. SALAZAR
LOCATION: BARANGAY BUENAVISTA, JARO, LEYTE.
3. RONALD PHILIP G. YAO – (FOR RENEWAL)
LOCATION: BARANGAY SAN AGUSTIN, JARO, LEYTE.

NOW, THEREFORE, on motion presented by **Honorable Lanulfo M. Borja**, duly seconded en masse by the Honorable Members present, be it-

RESOLVED, AS IT IS HEREBY RESOLVED TO ADOPT THE MINUTES OF THE COMMITTEE MEETING OF THE COMMITTEE ON ENVIRONMENTAL PROTECTION HELD ON OCTOBER 15, 2025, TO REVIEW THE PROPOSED RESOLUTION INTERPOSING NO OBJECTION TO THE SAND AND GRAVEL APPLICANTS FOR THEIR BUSINESS PERMIT, TO WIT:

1. RHODERICK R. CODOG
LOCATION: BARANGAY BURI, JARO, LEYTE.
2. ANNA RINA DOMINIQUE L. SALAZAR
LOCATION: BARANGAY BUENAVISTA, JARO, LEYTE.
3. RONALD PHILIP G. YAO – (FOR RENEWAL)
LOCATION: BARANGAY SAN AGUSTIN, JARO, LEYTE.

RESOLVED FINALLY, to furnish a copy of this resolution to the Municipal Mayor, and to other concerned for their information.

APPROVED ON OCTOBER 21, 2025.

ITEM NO. 2- PROPONENT: HONORABLE TEOFILO C. CABELLO
Chairman Committee on Good Government, Public Ethics and Accountability

EXPLANATORY NOTE

Section 76 of Republic Act No. 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, subject to civil service laws, rules, and regulations.

The Local Government Unit recognizes the need to amend its plantilla of positions to ensure efficiency, proper delivery of public service, and alignment with current organizational requirements.

The Human Resource Management Office, together with the Committee on Personnel, has conducted an evaluation and recommended the amendment of these plantilla positions.



HONORABLE TEOFILO C. CABELLO
Chairman Committee on Good Government, Public Ethics
and Accountability



INTRODUCED BY: HONORABLE TEOFILO C. CABELLO
 Chairman Committee on Good Government, Public Ethics and Accountability

ORDINANCE NO. 09
SERIES OF 2025

ORDINANCE AMENDING THE POSITION TITLES OF THE FOLLOWING
 POSITIONS WITHOUT ADJUSTMENTS OF SALARY GRADE, TO WIT:

| PLANTILLA POSITION TITLE | SG | GENERIC & PARENTHETICAL TITLES OF POSITIONS IN LGU | REMARKS |
|---|----|---|---------------------|
| Municipal Mayor's Office 10. Private Secretary | 15 | Senior Administrative Assistant III (Private Secretary II) | Filled |
| Municipal Administrator's Office 11. Municipal Administrator | 24 | Municipal Government Department Head I (Municipal Administrator) | Filled |
| Solid Waste Management Office 12. Administrative Assistant II (Assistant Information Officer) | 8 | Assistant Information Officer | Vacant/with funding |
| Office of the SB Secretary 13. Secretary to the Sangguniang Bayan (Board Secretary V) | 24 | Board Secretary V | Filled |
| 14. Data Entry Machine Operator IV | 13 | Senior Administrative Assistant I (Data Entry Machine Operator) | Filled |
| 15. Reproduction Machine Operator III | 7 | Administrative Assistant I (Reproduction Machine Operator III) | Vacant/with funding |
| Municipal Accountant's Office 16. Management and Audit Analyst III | 18 | Administrative Officer V (Management and Audit Analyst III) | Vacant/with funding |
| Municipal General Services Office 17. Municipal Government Department Head I (General Services Officer) | 24 | Municipal Government Department Head I (Municipal General Services Officer) | Filled |
| Municipal Health Office 18. Municipal Government Assistant Department Head I (Medical Officer IV) | 22 | Municipal Government Assistant Department Head I (Medical Specialist I) | Vacant/with funding |

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

SECTION 1. There is hereby amended the position title of the following plantilla positions without adjustment of salary grade, to wit:

| PLANTILLA POSITION TITLE | SG | GENERIC & PARENTHETICAL TITLES OF POSITIONS IN LGU | REMARKS |
|--|----|---|---------------------|
| Municipal Mayor's Office 1. Private Secretary | 15 | Senior Administrative Assistant III (Private Secretary II) | Filled |
| Municipal Administrator's Office 2. Municipal Administrator | 24 | Municipal Government Department Head I (Municipal Administrator) | Filled |
| Solid Waste Management Office 3. Administrative Assistant II (Assistant Information Officer) | 8 | Assistant Information Officer | Vacant/with funding |
| Office of the SB Secretary 4. Secretary to the Sangguniang Bayan (Board Secretary V) | 24 | Board Secretary V | Filled |
| 5. Data Entry Machine Operator IV | 13 | Senior Administrative Assistant I (Data Entry Machine Operator) | Filled |
| 6. Reproduction Machine Operator III | 7 | Administrative Assistant I (Reproduction Machine Operator III) | Vacant/with funding |
| Municipal Accountant's Office 7. Management and Audit Analyst III | 18 | Administrative Officer V (Management and Audit Analyst III) | Vacant/with funding |
| Municipal General Services Office 8. Municipal Government Department Head I (General Services Officer) | 24 | Municipal Government Department Head I (Municipal General Services Officer) | Filled |
| Municipal Health Office 9. Municipal Government Assistant Department Head I (Medical Officer IV) | 22 | Municipal Government Assistant Department Head I (Medical Specialist I) | Vacant/with funding |

SECTION 2. Funding Provision - The amended position titles are made part and integral element of the plantilla of the LGU of Jaro, Leyte and shall be automatically funded from the personal services component of the budget of the Municipality.

SECTION 3. SEPARABILITY CLAUSE - If, for any reason or reasons, any part or provision of this Ordinance shall be found unconstitutional or invalid, other parts or provisions hereof which are not affected thereby shall continue to be in full force and effect.

SECTION 4. REPEALING CLAUSE - All ordinances, local issuances or rules inconsistent with the provisions of this Ordinance are hereby repealed or modified accordingly.

SECTION 5. EFFECTIVITY CLAUSE - This ordinance shall take effect after Fifteen (15) days of its posting in at least Three (3) conspicuous places in the Municipality of Jaro, Leyte.

ENACTED ON OCTOBER 21, 2025.

ITEM NO. 3- PROPONENT: HONORABLE LANULFO M. BORJA
Chairman Committee on Environmental Protection

RESOLUTION NO. 2025 - 157

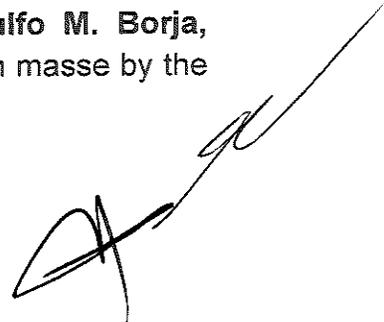
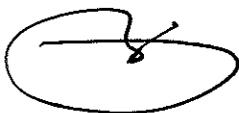
A RESOLUTION INTERPOSING NO OBJECTION TO THE INDUSTRIAL SAND AND GRAVEL BUSINESS PERMIT RENEWAL OF MR. RONALD PHILIP G. YAO, LOCATED IN BARANGAY SAN AGUSTIN JARO, LEYTE.

WHEREAS, presented to the Sangguniang Bayan by the Chairman, Committee on Environmental Protection, a proposed resolution *interposing no objection* to the Industrial Sand and Gravel Business Permit Renewal of Mr. Ronald Philip G. Yao, located in Barangay San Agustin Jaro, Leyte;

WHEREAS, after the conduct of the committee meeting, site inspection and a thorough and extensive deliberations in the plenary and based on the recommendation of the Municipal Sand and Gravel Office, *the Sangguniang Bayan resolves to "interpose no objection" to the Industrial Sand and Gravel Business Permit Renewal of Mr. Ronald Philip G. Yao, located in Barangay San Agustin Jaro, Leyte.*

NOW THEREFORE, on motion presented by Honorable Lanulfo M. Borja, Chairman Committee on Environmental Protection, duly seconded en masse by the Honorable Members present, this Sangguniang Bayan-

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RESOLVED, AS IT IS HEREBY RESOLVED TO *INTERPOSE NO OBJECTION* TO THE INDUSTRIAL SAND AND GRAVEL BUSINESS PERMIT RENEWAL OF MR. RONALD PHILIP G. YAO, LOCATED IN BARANGAY SAN AGUSTIN JARO, LEYTE;

RESOLVED FURTHER, that it is understood that Mr. Ronald Philip G. Yao, *shall adhere and be compliant* of the following:

1. *With all the rules and regulations, contained in the Environmental Compliance Certificate (ECC), promulgated and which would be issued to him by the Environmental Management Bureau (EMB) of the Department of Environment and Natural Resources (DENR)-Regional Office No. VIII;*
2. *The terms and conditions contained on his SAG Permit issued by the EMB/DENR and/or Provincial Government, as the case may be, on the conduct of his SAG-quarrying operations in that barangay; and*
3. *The provisions in Section 1, Section 2 of Article 1, Book VI of the "Revised Revenue Code of Jaro, Leyte"- Regulatory Fees on Sand and Gravel Extraction; and Sub-par. 1 and 3 of Section 3-Administrative Provisions of Article 1, Book VI of the Code.*

RESOLVED FINALLY, that copy of this resolution be furnished to the Municipal Mayor, the Municipal Treasurer, the Municipal Licensing Officer, the Provincial Sand and Gravel Office, Capitol Complex, Tacloban City, the Environmental Management Bureau (EMB) of the Department of Environment and Natural Resources (DENR)-Regional Office No. VIII, Tacloban City, and ***Mr. Ronald Philip G. Yao-Industrial Sand and Gravel Business Permit Applicant*** and to other concerned government agencies, offices and/or instrumentalities for their information and guidance.

APPROVED ON OCTOBER 21, 2025.

ITEM NO. 4- PROPONENT: HONORABLE REY P. AURE

RESOLUTION NO. 2025 - 158

A RESOLUTION CONGRATULATING DR. QUENEE JOYCE L. CABELLO OF BARANGAY IV POBLACION, JARO, LEYTE FOR HER EXEMPLARY ACHIEVEMENT IN SUCCESSFULLY PASSING THE PHYSICIAN LICENSURE EXAMINATION (PLE).

WHEREAS, presented to the Body by Honorable Rey P. Aure, a proposed resolution congratulating Dr. Quenee Joyce L. Cabello of Barangay IV Poblacion, Jaro, Leyte for her exemplary achievement in successfully passing the Physician Licensure Examination;

WHEREAS, the Sangguniang Bayan gives due recognition to constituents whose remarkable accomplishments bring pride and honor to the Municipality;

WHEREAS, Dr. Quenee Joyce L. Cabello , a resident of Barangay IV Poblacion, Jaro, Leyte, has successfully passed the Physician **Licensure Examination**, a significant milestone that reflects her dedication, perseverance, and commitment to her chosen profession;

WHEREAS, such achievement not only brings honor to her family but also serves as an inspiration to the youth of Jaro to strive for excellence in their respective fields;

WHEREAS, it is but fitting and proper for this August Body to extend its warmest congratulations to Dr. Quenee Joyce L. Cabello for this outstanding accomplishment;

NOW, THEREFORE, on motion of **Honorable Rey P. Aure**, duly seconded en masse, this Sangguniang Bayan-

RESOLVED, AS IT IS HEREBY RESOLVED TO CONGRATULATE DR. QUENEE JOYCE L. CABELLO OF BARANGAY IV POBLACION, JARO, LEYTE FOR HER EXEMPLARY ACHIEVEMENT IN SUCCESSFULLY PASSING THE PHYSICIAN LICENSURE EXAMINATION (PLE);

RESOLVED FINALLY, to furnish a copy of this resolution to the Municipal Mayor, and to Dr. Quenee Joyce L. Cabello for their information.

APPROVED UNANIMOUSLY.

ITEM NO. 5- PROPONENT: HONORABLE RAUL A. MACANDA

RESOLUTION NO. 2025 - 159

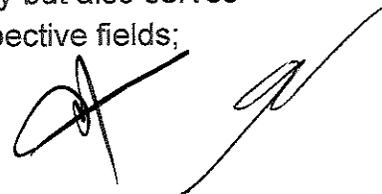
A RESOLUTION CONGRATULATING DR. RISA MAE A. SALGADO OF BARANGAY I POBLACION, JARO, LEYTE FOR HER EXEMPLARY ACHIEVEMENT IN SUCCESSFULLY PASSING THE PHYSICIAN LICENSURE EXAMINATION (PLE).

WHEREAS, presented to the Body by Honorable Raul A. Macanda, a proposed resolution congratulating Dr. Risa Mae A. Salgado of Barangay I Poblacion, Jaro, Leyte for her exemplary achievement in successfully passing the Physician Licensure Examination;

WHEREAS, the Sangguniang Bayan gives due recognition to constituents whose remarkable accomplishments bring pride and honor to the Municipality;

WHEREAS, Dr. Risa Mae A. Salgado, a resident of Barangay I Poblacion, Jaro, Leyte, has successfully passed the Physician **Licensure Examination**, a significant milestone that reflects her dedication, perseverance, and commitment to her chosen profession;

WHEREAS, such achievement not only brings honor to her family but also serves as an inspiration to the youth of Jaro to strive for excellence in their respective fields;



WHEREAS, it is but fitting and proper for this August Body to extend its warmest congratulations to Dr. Risa Mae A. Salgado for this outstanding accomplishment;

NOW, THEREFORE, on motion of **Honorable Rey P. Aure**, duly seconded en masse, this Sangguniang Bayan-

RESOLVED, AS IT IS HEREBY RESOLVED TO CONGRATULATE DR. RISA MAE A. SALGADO OF BARANGAY I POBLACION, JARO, LEYTE FOR HER EXEMPLARY ACHIEVEMENT IN SUCCESSFULLY PASSING THE PHYSICIAN LICENSURE EXAMINATION (PLE);

RESOLVED FINALLY, to furnish a copy of this resolution to the Municipal Mayor, and to Dr. Risa Mae A. Salgado for their information.

APPROVED UNANIMOUSLY.

I HEREBY CERTIFY, to the correctness of the foregoing records of the proceedings.



RENATO B. OBIÑA
Acting Secretary to the Sangguniang Bayan
DEMO IV

CONCURRED:



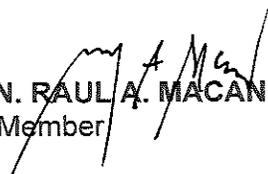
HON. REY P. AURE
SB Member/Presiding Officer Pro-Tempore



HON. LANULFO M. BORJA
SB Member



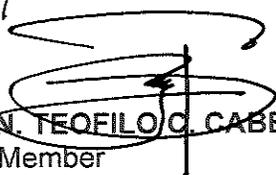
HON. FRANCISCO R. ALTRES
SB Member/Majority Floor Leader



HON. RAUL A. MACANDA
SB Member



HON. BENJAMIN H. GARIANDO, JR.
SB Member



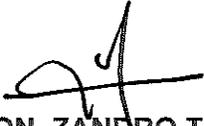
HON. TEOFILO C. CABELLO
SB Member



HON. CARMENCITA G. TAÑALA
SB Member



HON. ALMA A. TAMAYO
SB Member



HON. ZANDRO T. MORABE
SB Member/LIGA FED.-President



HON. VIANCA MAE N. FAMILAR
SB Member/SK FED.-President

ATTESTED:



HON. PEDRO B. TAÑALA, JR.
Municipal Vice Mayor
SB Presiding Officer

APPROVED:



HON. JASSIE LOU TAÑALA
Municipal Mayor



November 21, 2025

CERTIFICATION

TO WHOM THIS MAY CONCERN:

THIS IS TO CERTIFY that **MUNICIPAL ORDINANCE NO. 09**, series of series of 2025, otherwise known as, AN ORDINANCE AMENDING THE POSITION TITLES OF THE FOLLOWING POSITIONS WITHOUT ADJUSTMENTS OF SALARY GRADE, TO WIT:

| PLANTILLA POSITION OF TITLE | SG | GENERIC & PARENTHETICAL TITLES OF POSITION IN LGU | REMARKS |
|--|----|---|-------------------|
| Municipal Mayor's Office 1. Private Secretary | 15 | Senior Admin Assistant III (private Secretary II) | Filled |
| Municipal Administrator's Office 2. Municipal Administrator | 24 | Municipal Department Head I (Municipal Administrator) | Filled |
| Solid Waste Management Office 3. Administrative Assistant II (Assistant Information Officer) | 8 | Assistant Information Officer | Vacant w/ funding |
| Office of the SB Secretary 4. Secretary to the Sangguniang Bayan | 24 | Board Secretary V | Filled |
| 5. Data Entry Machine Operator IV | 13 | Senior Administrative Assistant I | Filled |
| 6. Reproduction Machine Operator III | 7 | Administrative Assistant I (Reproduction Machine Operator III) | Vacant w/ Funding |
| Municipal Accountant's Office 7. Management and Audit Analyst III | 18 | Administrative Officer V (Management and Audit Analyst III) | Vacant w/ Funding |
| Municipal General Services Office 8. Municipal Government | 24 | Municipal Government | Filled |

| Department Head I (General Services Officer) | | Department Head I (Municipal General Services Officer) | |
|--|----|---|-------------------|
| Municipal Health Office | | | |
| 9. Municipal Government Assistant Department Head I (Medical Officer IV) | 22 | Municipal Government Assistant Department Head I (Medical Specialist I) | Vacant w/ Funding |

have been posted last October 28, 2025 in a conspicuous place in the Municipality of Jaro, Leyte.

ISSUED this 21st day of November 2025 at Jaro, Leyte.

CERTIFIED CORRECT:



RENATO B. OBIÑA
Acting Secretary to the Sanggunian
(DEMO IV)

APPROVED:



HON. PEDRO B. TAÑALA, JR.
Municipal Vice-Mayor

Republic of the Philippines
Province of Leyte
MUNICIPALITY OF JARO
- o0o -
Barangay I

November 13, 2025

CERTIFICATION

TO WHOM THIS MAY CONCERN:

THIS IS TO CERTIFY that **MUNICIPAL ORDINANCE NO. 09**, series of 2025, otherwise known as, AN ORDINANCE AMENDING THE POSITION TITLES OF THE FOLLOWING POSITIONS WITHOUT ADJUSTMENTS OF SALARY GRADE, TO WIT:

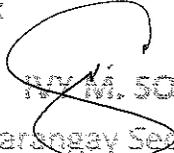
| PLANTILLA POSITION TITLE | SG | GENERIC & PARENTHETICAL TITLES OF POSITION IN LGU | REMARKS |
|--|----|--|-------------------|
| <i>Municipal Mayor's Office</i> 1. Private Secretary | 15 | Senior Admin Assistant III (private Secretary II) | Filled |
| <i>Municipal Administrator's Office</i> 2. Municipal Administrator | 24 | Municipal Department Head I (Municipal Administrator) | Filled |
| <i>Solid Waste Management Office</i> 3. Administrative Assistant II (Assistant Information Officer) | 8 | Assistant Information Officer | Vacant w/ funding |
| <i>Office of the SB Secretary</i> 4. Secretary to the Sangguniang Bayan | 24 | Board Secretary V | Filled |
| 5. Data Entry Machine Operator IV | 13 | Senior Administrative Assistant I | Filled |
| 6. Reproduction Machine Operator III | 7 | Administrative Assistant I (Reproduction Machine Operator II) | Vacant w/ Funding |
| <i>Municipal Accountant's Office</i> 7. Management and Audit Analyst III | 18 | Administrative Officer V (Management and Audit Analyst III) | Vacant w/ Funding |
| Municipal General | | | |

| | | | |
|---|----|--|-----------------|
| Services Office 3. Municipal Government Department Head (General Services Officer) | 24 | Municipal Government Department Head (Municipal General Services Officer) | Plaza |
| Municipal Health Office 3. Municipal Government Assistant Department Head I (Medical Officer IV) | 22 | Municipal Government Assistant Department Head I (Medical Specialist I) | Macaway Funding |

have been posted last October 28, 2025 to date in conspicuous place in our Barangay.

ISSUED this 13th day of November 2025 at Barangay District I, Jaro, Leyte.

CERTIFIED CORRECT:


IVY M. SOLAR
Barangay Secretary

APPROVED:

Maria Fe Linda B. Cosares
for: *Maria Fe Linda B. Cosares*
HON. MARIA FE LINDA B. COSARES
Barangay Chairwoman

Republic of the Philippines
Province of Leyte
MUNICIPALITY OF JARO

- oOo -
Barangay III

November 13, 2025

CERTIFICATION

TO WHOM THIS MAY CONCERN:

THIS IS TO CERTIFY that MUNICIPAL ORDINANCE NO. 09, series of 2025, otherwise known as, AN ORDINANCE AMENDING THE POSITION TITLES OF THE FOLLOWING POSITIONS WITHOUT ADJUSTMENTS OF SALARY GRADE, TO WIT:

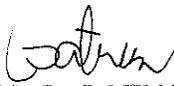
| PLANTILLA POSITION OF TITLE | SG | GENERIC & PARENTHETICAL TITLES OF POSITION IN LGU | REMARKS |
|--|----|---|-------------------|
| Municipal Mayor's Office 1. Private Secretary | 15 | Senior Admin Assistant III (private Secretary II) | Filled |
| Municipal Administrator's Office 2. Municipal Administrator | 24 | Municipal Department Head I (Municipal Administrator) | Filled |
| Solid Waste Management Office 3. Administrative Assistant II (Assistant Information Officer) | 8 | Assistant Information Officer | Vacant w/ funding |
| Office of the SB Secretary 4. Secretary to the Sangguniang Bayan | 24 | Board Secretary V | Filled |
| 5. Data Entry Machine Operator IV | 13 | Senior Administrative Assistant I | Filled |
| 6. Reproduction Machine Operator III | 7 | Administrative Assistant I (Reproduction Machine Operator III) | Vacant w/ Funding |
| Municipal Accountant's Office 7. Management and Audit Analyst III | 18 | Administrative Officer V (Management and Audit Analyst III) | Vacant w/ Funding |
| Municipal General Services Office 8. Municipal Government | 24 | Municipal Government | Filled |

| | | | |
|---|----|---|-------------------|
| Department Head (General Services Officer) | | Department Head (Municipal General Services Officer) | |
| Municipal Health Office S. Municipal Government Assistant Department Head I (Medical Officer IV) | 22 | Municipal Government Assistant Department Head I (Medical Specialist I) | Vacant w/ Funding |

have been posted last October 28, 2025 to date in conspicuous place in our Barangay.

ISSUED this 13th day of November 2025 at Barangay District III, Jaro, Leyte.

CERTIFIED CORRECT:


JAINA O. BATUCAN
 Barangay Secretary

APPROVED:


HON. ADRIANO DIOLA
 Barangay Chairman