



Republic of the Philippines
PROVINCE OF LEYTE
 Provincial Capitol
 Tacloban City

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PROVINCIAL LEGAL OFFICE

Item No.: 29
 Date: 13 2026 JAN

Province of Leyte
 Legal Office
 Released: *[Signature]*
 Time: *[Signature]*
 Date: 01/07/24

2nd INDORSEMENT
 December 23, 2025

Sangguniang Panlalawigan
 Province of Leyte
RECEIVED
 Date: JAN 08 2025
 By: *[Signature]*

Respectfully returned to the Sangguniang Panlalawigan of Leyte, through the SP Secretary, the attached Ordinance No. 2025-019 of the Sangguniang Bayan of Calubian, Leyte.

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

- Ordinance No. 2025-019: “An Ordinance creating the position item of Storekeeper I, Salary Grade 4, under the Office of the Municipal Assessor in the Municipal Government of Calubian, Leyte”

REVIEW/RECOMMENDATION/LEGAL OPINION:

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

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

ATTY. JOSE RAYMUND A. ACOL
Provincial Legal Officer *[Signature]*

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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Sangguniang Panlalawigan
Province of Leyte
RECEIVED
Date: _____
By: _____

Province of Leyte
Legal Office
Date: 12/17/25
Time: 9:35 AM
[Signature]

OFFICE OF THE SANGGUNIANG PANLALAWIGAN

1ST INDORSEMENT
17 December 2025

The Provincial Legal Office is respectfully requested to review and submit recommendations on the herein enclosed **Ordinance No. 2025-019** of the **Municipality of Calubian, Leyte**, entitled: **An Ordinance creating the position Item of Storekeeper I, Salary Grade 4, under the Office of the Municipal Assessor in the Municipal Government of Calubian, Leyte.**


FLORINDA JILLS UYVICO
Secretary to the Sanggunian

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Republic of the Philippines
PROVINCE OF LEYTE
Municipality of Calubian



OFFICE OF THE SANGGUNIANG BAYAN

December 17, 2025

HON. LEONARDO M. JAVIER, JR.
Provincial Vice Governor, Presiding Officer; and
The Honorable Members of the Sangguniang Panlalawigan
Province of Leyte
New Leyte Provincial Capitol
Palo, Leyte

THRU: **MS. FLORINDA JILL S. UYVICO**
Provincial Government Department Head
Secretary to the Sanggunian
Province of Leyte

Dear Honorable Ladies/ Gentlemen:

Good day!

We are respectfully forwarding *fifteen (15) copies* of the following Municipal Ordinances, to wit:

2. **Ordinance No. 2025-019:** AN ORDINANCE CREATING THE POSITION ITEM OF STOREKEEPER I, SALARY GRADE 4, UNDER THE OFFICE OF THE MUNICIPAL ASSESSOR IN THE MUNICIPAL GOVERNMENT OF THE MUNICIPALITY OF CALUBIAN, LEYTE

For your perusal. Please acknowledge receipt hereof.

Thank you.

Very truly yours,


ATTY. KEISHA YNA VINEE V. RAMIREZ
MGDH I (Secretary to the Sanggunian)



Republic of the Philippines
PROVINCE OF LEYTE
Municipality of Calubian
-OO-

OFFICE OF THE SANGGUNIANG BAYAN

EXCERPT FROM THE MINUTES OF THE TWENTY SECOND (22nd) REGULAR SESSION
OF THE TWENTY SIXTH (26th) SANGGUNIANG BAYAN OF CALUBIAN, LEYTE HELD ON
DECEMBER 9, 2025 AT THE SB SESSION HALL, LEGISLATIVE BUILDING.

PRESENT:

Hon. Anna Love Veloso-Laurente	Presiding Officer
Hon. Eduardo R. Omega	SB Member
Hon. Ralph Anthony George D. Martinez	SB Member
Hon. Ester P. Lubiano	SB Member
Hon. Julia E. Halichic	SB Member
Hon. Ben Leo C. Ruña	SB Member
Hon. Eugenio A. Ching, Jr.	SB Member
Hon. Alfredo M. Casas	Liga ng mga Barangay Pres.

ON LEAVE:

Hon. Noel G. Eamiguel	SB Member
Hon. Jullian Marc A. Batiancela	SB Member
Hon. Carl Ernest D. Ponce	SK Federation President

ORDINANCE NO. 2025-019

AN ORDINANCE CREATING THE POSITION ITEM OF STOREKEEPER I, SALARY
GRADE 4, UNDER THE OFFICE OF THE MUNICIPAL ASSESSOR IN THE MUNICIPAL
GOVERNMENT OF THE MUNICIPALITY OF CALUBIAN, LEYTE

INTRODUCED BY: COMMITTEE ON PERSONNEL POLICIES

HON. JULIA E. HALICHIC
HON. ESTER P. LUBIANO
HON. NOEL G. EAMIGUEL
HON. BEN LEO C. RUÑA

WHEREAS, on November 14, 2025, the Local Chief Executive requested for an
Ordinance creating the position of Storekeeper I, Salary Grade 4, in the Office of the Municipal
Assessor as per the request of the Municipal Assessor Ms. Joy Karen A. Lentejas;

WHEREAS, under Republic Act No. 7160 otherwise known as the Local Government
Code of 1991, under Section 447 (a) (viii) thereof empowers the Sangguniang Bayan to create
positions, to wit: “[d]etermine 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”;

NOW, THEREFORE

HON. EDUARDO R. OMEGA
SB Member
HON. RALPH ANTHONY GEORGE D. MARTINEZ
SB Member

HON. JULIA E. HALICHIC
SB Member
HON. ESTER P. LUBIANO
SB Member

HON. BEN LEO C. RUÑA
SB Member
HON. EUGENIO A. CHING, JR.
SB Member

HON. ALFREDO M. CASAS
Liga ng mga Barangay President

On motion of SB Member Hon. Julia E. Halichic duly seconded by Eduardo R. Omega, and the Majority of all the Sangguniang Bayan members present;

BE IT ORDAINED BY THE SANGGUNIANG BAYAN OF CALUBIAN, LEYTE, in a session assembled, THAT:

SECTION 1. TITLE. This Ordinance shall be known as "AN ORDINANCE CREATING THE POSITION ITEM OF STOREKEEPER I, SALARY GRADE 4, UNDER THE OFFICE OF THE MUNICIPAL ASSESSOR IN THE MUNICIPAL GOVERNMENT OF THE MUNICIPALITY OF CALUBIAN, LEYTE."

SECTION 2. PURPOSE. The purpose of the creation, is as follows:

- a. To enhance the organizational structure of LGU Calubian by creating new positions;
- b. To meet the needs of the present demands of a very functional and responsive government institution;
- c. Upgrading, enhancing, repositioning of manpower in order to appropriately and quickly respond to the needs of the times.

SECTION 3. CREATION OF THE POSITION IN THE PLANTILLA OF PERSONNEL. The creation of the Position of a Storekeeper I, Salary Grade 4, shall be under the existing Office of the Municipal Assessor. The position shall be included in the Rolls of Employees or Plantilla of Personnel in the Municipal Government of Calubian, Leyte. Moreover, the duties and responsibilities of such position shall include, but is not limited to, the following:

- a) Receive, inspect the store office supplies, equipment and materials
- b) Maintain accurate records of inventory, including receipts, issues, and balances
- c) Issue supplies and equipment to authorized personnel
- d) Ensure proper storage and security of office assets
- e) Prepare reports on inventory levels and supply needs.

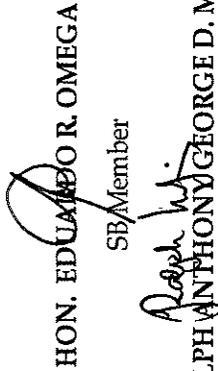
SECTION 4. QUALIFICATION STANDARDS. The position of a of Storekeeper I, SG-4 shall be the following:

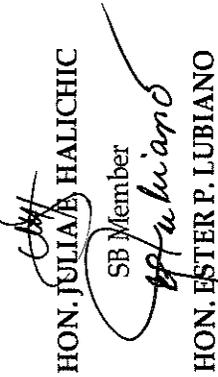
- a) Education: Elementary School Graduate
- b) Experience: None required
- c) Training: None required
- d) Eligibility: None required (MC II, s. 96, Cat. III)

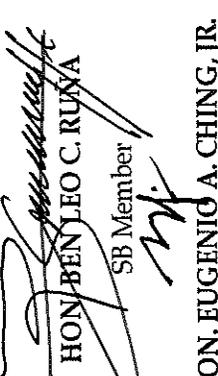
The qualifications, duties and responsibilities of the position shall be subject to the minimum standards and guidelines prescribed by the Civil Service Commission (CSC) – its laws, rules and regulations, and shall be amended accordingly in relation thereto.

SECTION 5. FUNDING / BUDGET ALLOCATION OF THE POSITION. The funding shall be provided by the LGU from its national tax allotment and other internally generated income of the LGU concerned.

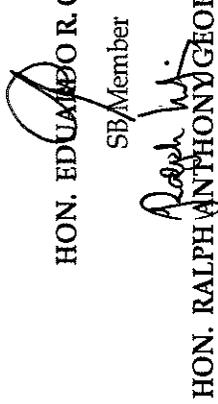
SECTION 6. SEPARABILITY CLAUSE. If any provision of this Ordinance is declared invalid or unconstitutional, the remaining provision not affected thereby, shall continue to be in full force & effect.

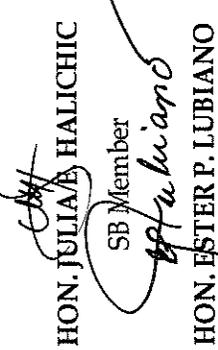

HON. EDUARDO R. OMEGA
SB Member

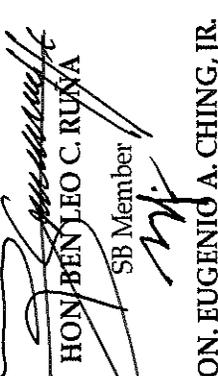

HON. JULIA E. HALICHIC
SB Member


HON. BEN LEO C. RUNA
SB Member


HON. ALFREDO M. CASAS
Liga ng mga Barangay President


HON. RALPH ANTHONY GEORGE D. MARTINEZ
SB Member


HON. ESTER P. LUBIANO
SB Member


HON. EUGENIO A. CHING, JR.
SB Member

SECTION 7. REPEALING CLAUSE. All ordinances, rules and regulations or parts not consistent with any provision of this Ordinance are hereby repealed, amended or modified accordingly.

SECTION 8. EFFECTIVITY. This Ordinance shall take effect immediately upon approval of the Municipal Mayor, unless otherwise provided by the Honorable Sangguniang Panlalawigan of Leyte.

Approved.

Ordinance No. 2025-019

I HEREBY CERTIFY to the correctness of the foregoing resolution this December 9, 2025 at Calubian, Leyte, embodying an Appropriation Ordinance.

[Signature]
ATTY. KEISHA YNA VINEE V. RAMIREZ
MGDMT (Secretary to the Sanggunian)

ATTESTED BY:

[Signature]
HON. ANNA LOVE VELOSO-LAURENTE
Presiding Officer

[Signature]
HON. EDUARDO R. OMEGA

SB Member

[Signature]
HON. ESTER P. LUBIANO
SB Member

[Signature]
HON. EUGENIO A. CHING, JR.
SB Member

[Signature]
HON. RALPH ANTHONY GEORGE D. MARTINEZ
SB Member

[Signature]
HON. JULIA E. HALICHIC
SB Member

[Signature]
HON. BEN LEO C. RUÑA
SB Member

[Signature]
HON. ALFREDO M. CASAS
Liga ng mga Barangay President

APPROVED:

Date: DEC 16 2025

[Signature]
HON. MARCIANO A. BATIANCULA, JR.
Municipal Mayor



Republic of the Philippines
PROVINCE OF LEYTE
Municipality of Calubian

OFFICE OF THE SECRETARY
TO THE SANGGUNIANG BAYAN
sbsec0813.mgocalubian@gmail.com



CERTIFICATE OF POSTING

TO WHOM THIS MAY CONCERN:

THIS IS TO CERTIFY THAT the Municipal Ordinance No. 2025-019, entitled: "AN ORDINANCE CREATING THE POSITION ITEM OF STOREKEEPER I, SALARY GRADE 4, UNDER THE OFFICE OF THE MUNICIPAL ASSESSOR IN THE MUNICIPAL GOVERNMENT OF THE MUNICIPALITY OF CALUBIAN, LEYTE" was posted on the Bulletin Board of the Sangguniang Bayan on December 16, 2025 and other conspicuous places in the Municipality of Calubian, Leyte, and it will remain posted therein for three (3) consecutive weeks.

THIS CERTIFICATION is issued in compliance with ARTICLE 114 of the Implementing Rules and Regulations of Regulations of Republic Act No. 7160.

ISSUED the 16th day of December, 2025 at the Municipality of Calubian, Leyte.

Very truly yours,


ATTY. KEISHAYNA VINEE V. RAMIREZ
MGDHI (Secretary to the Sanggunian)