



Republic of the Philippines  
**PROVINCE OF LEYTE**  
Palo, Leyte

Item No.: 33

Date: 21 2026 JAN



**OFFICE OF THE PROVINCIAL TREASURER**

January 19, 2026

**THE SANGGUIANG PANLALAWIGAN**  
Province of Leyte

**Sangguniang Panlalawigan**  
Province of Leyte

**RECEIVED**

Date: JAN 20 2026  
By: Javina S

**THRU: LEONARDO M. JAVIER, JR.**  
Provincial Vice Governor

**Subject: Request for Resolution to sign and enter into a Payroll Servicing Agreement with the Development Bank of the Philippines (DBP)**

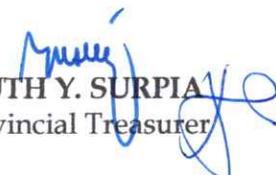
Dear Sirs/Mesdames:

We would like to request for a Resolution authorizing **Governor Carlos Jericho L. Petilla** to sign and enter into a payroll servicing agreement with the Development Bank of the Philippines (DBP), Tacloban Branch due to expiration of the previous agreement.

I hope that this request will merit your most favorable response.

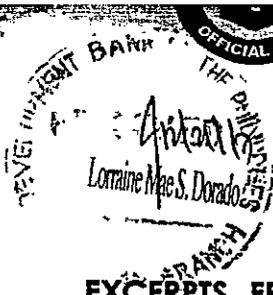
Thank you very much.

Very truly yours,

  
**RUTH Y. SURPIA**  
Provincial Treasurer

Approved:

  
**CARLOS JERICHO L. PETILLA**  
Governor



**OFFICE OF THE SANGGUNIANG PANLALAWIGAN**

**EXCERPTS FROM THE MINUTES OF THE 63<sup>rd</sup> REGULAR SESSION OF THE SANGGUNIANG PANLALAWIGAN OF LEYTE CONDUCTED AT THE SESSION HALL, LEGISLATIVE BLDG., CAPITOL GROUNDS, TACLOBAN CITY ON 11 DECEMBER 2017.**

**PRESENT:**

Hon. Florante A. Cayunda, Jr.	-	Floor Leader, Temporary Presiding Officer
Hon. Niccolo J. Villasin	-	First Deputy Floor Leader
Hon. Mesias P. Arevalo	-	Second Deputy Floor Leader
Hon. Gina E. Merilo	-	Sangguniang Panlalawigan Member
Hon. Manuel Vicente M. Torres	-	Sangguniang Panlalawigan Member
Hon. Ranulfo S. Abellanosa	-	Sangguniang Panlalawigan Member
Hon. Ma. Corazon E. Remandaban	-	Sangguniang Panlalawigan Member
Hon. Trinidad G. Apostol	-	Sangguniang Panlalawigan Member
Hon. Emmanuel L. Gacis	-	Sangguniang Panlalawigan Member
Hon. Wilson S. Uy	-	Ex-Officio Sangguniang Panlalawigan Member/PCL President
Hon. Nolie C. Caña	-	Ex-Officio Sangguniang Panlalawigan Member/LnBP Provl. President

**ABSENT:**

Hon. Carlo P. Loreto	-	Vice-Governor (On Official Business in Manila)
Hon. Alan P. Ang	-	Sangguniang Panlalawigan Member (On Official Business in the Third District of Leyte)

**RESOLUTION NO. 2017-744**

**A RESOLUTION AUTHORIZING HONORABLE LEOPOLDO DOMINICO L. PETILLA, GOVERNOR, TO SIGN AND ENTER INTO, FOR AND IN BEHALF OF THE PROVINCIAL GOVERNMENT OF LEYTE, A PAYROLL SERVICING AGREEMENT WITH THE DEVELOPMENT BANK OF THE PHILIPPINES (DBP), TACLOBAN BRANCH, TACLOBAN CITY.**

WHEREAS, the LGU-Province of Leyte will be entering into a Payroll Servicing Agreement with the Development Bank of the Philippines (DBP), Tacloban Branch, Tacloban City in connection with the opening of ATM payroll savings account for its officials and employees of the Provincial Government of Leyte;

WHEREAS, it is imperative for the Governor of Leyte, Honorable Leopoldo Dominico L. Petilla, as the Local Chief Executive of the Province, to enter into said Payroll Servicing Agreement with DBP;

HON. GOVERNOR LEOPOLDO DOMINICO L. PETILLA TO SIGN A PAYROLL SERVICING AGREEMENT WITH DEVELOPMENT BANK OF THE PHILS. (DBP), TACLOBAN BRANCH, TACLOBAN CITY

WHEREAS, pursuant to Section 22 (7) (c) of the Local Government Code of 1991, which provides that "every local government unit, as a corporation, shall have the following powers, xxx (7) To enter into Contracts; xxx (c) Unless otherwise provided in this Code, no contract may be entered into by the local chief executive in behalf of the local government unit without prior authorization by the Sanggunian concerned xxx";

WHEREAS, submitted to this August Body on December 6, 2017 is a Letter-Request dated December 5, 2017 of the Governor, for an authority to sign and enter into aforesaid Agreement, together with a pro-forma copy of the Agreement;

WHEREAS, the August Body, upon careful review and evaluation, finds the subject Agreement not contrary to law;

NOW, THEREFORE, on motion presented by Honorable Ranulfo S. Abellanosa, duly seconded by Honorable Ma. Corazon E. Remandaban and Honorable Wilson S. Uy, be it

RESOLVED, to authorize, as it hereby authorizes, **THE HONORABLE LEOPOLDO DOMINICO L. PETILLA, GOVERNOR, TO SIGN AND ENTER INTO, FOR AND IN BEHALF OF THE PROVINCIAL GOVERNMENT OF LEYTE, A PAYROLL SERVICING AGREEMENT WITH THE DEVELOPMENT BANK OF THE PHILIPPINES (DBP), TACLOBAN BRANCH, TACLOBAN CITY, IN CONNECTION WITH THE OPENING OF ATM PAYROLL SAVINGS ACCOUNT FOR ITS OFFICIALS AND EMPLOYEES OF THE PROVINCIAL GOVERNMENT OF LEYTE.**

Approved unanimously.

I HEREBY CERTIFY to the correctness of the foregoing resolution.

  
**ANDRE S. SANICO**  
Prov. Govt. Asst. Dept. Head  
Temporary Secretary to the Sanggunian

ATTESTED:

  
**ATTY. FLORANTE A. CAYUNDA, JR.**  
Floor Leader  
Temporary Presiding Officer

Copy Furnished:

1. Hon. Leopoldo Dominico L. Petilla  
Governor, Province of Leyte
2. Mr. Paul C. Matienzo  
Head, DBP Tacloban Branch  
Tacloban City

## PAYROLL SERVICING AGREEMENT

### KNOW ALL MEN BY THESE PRESENTS:

This Memorandum of Agreement (the "Agreement") executed by and between:

The **DEVELOPMENT BANK OF THE PHILIPPINES**, a Government Financial Institution created and operating pursuant to the provisions of Executive Order No. 81, otherwise known as the 1986 Revised Charter of the Development Bank of the Philippines, as amended by Republic Act No. 8523 dated February 14, 1998, with principal office at DBP Bldg. Sen Gil J. Puyat Ave. corner Makati Ave. Makati City, herein duly represented by its **Branch Head, PAUL C. MATIENZO**, of DBP Tacloban Branch, Tacloban City, hereinafter referred to as the "**DBP**";

- and -

The **LGU - PROVINCE OF LEYTE**, a Local Government Unit operating in accordance with Philippines law, with principal office at Tacloban City duly represented in this act by its Provincial Governor, **HON. LEOPOLDO DOMINICO L. PETILLA**, hereinafter referred to as the "**LGU**";

### WITNESSETH:

WHEREAS, DBP and LGU have agreed to enter into special payroll servicing agreement, based on terms and conditions hereinafter set forth;

1. **DBP** shall open ATM payroll savings account for each Provincial Government Officials, Permanent & Casual employees and Job Order personnel.
  - 1.1 If a certain Provincial Government Official or Employee decides to use his/her existing deposit account with DBP, he/she should furnish DBP the corresponding account number.
  - 1.2 A new account will be opened upon submission of duly filled-up/signed signature card and initial deposit of P100.00.
2. **DBP** shall provide LGU the list of employees with the assigned savings account number after receiving all the accomplished DBP application forms for Savings/ATM access. Any addition/deletion in the list of employees shall be communicated in writing by LGU or its representative at least five (5) working days before the release of payroll to DBP, Tacloban Branch.

*Leopoldo Dominico L. Petilla*

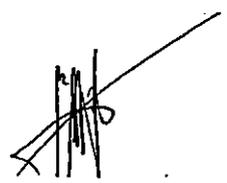
*[Signature]*

*[Signature]*

3. DBP Savings ATM cards shall be issued to individual employees who will personally go to DBP Tacloban Branch or any on-line DBP Branches to key-in-their Personal Identification Number (PIN).
4. LGU shall provide DBP the following:
  - 4.1 List of employees with their specimen signatures properly authenticated/certified by the Head of Agency or its representative.
  - 4.2 Administrative officer's Certificate attesting to authorized signatories of the LGU.
5. Each employee in the list is required to maintain a minimum balance of P100.00 on his/her savings account. Withdrawal/deposit must conform to the existing policies of the Bank. Only Savings deposits with an Average Daily Balance (ADB) of P500.00 and above shall earn interest as provided in the DBP policy. Further, lost ATM card will be replaced with a fee of P150.00.
6. At least one (1) banking day before the payroll date, LGU shall deposit with DBP, Tacloban Branch the payroll amount. Likewise, LGU shall submit the USB/Diskette and hardcopy to DBP containing list of employees with their savings account number and the corresponding payroll amount for credit/posting to their respective account on the same day the branch received the said USB/Diskette.
7. DBP Tacloban Branch may provide over the counter service from Monday to Friday and during banking hours (8:30am to 3:30pm). Withdrawal with other DBP branches will be honored after proper identification from said branches. Inter-branch deposit/withdrawal is free of bank service charges;
8. DBP Tacloban Branch shall not be liable for any delay or failure in the performance of its obligations under this Contract where the delay or failure is exclusively caused by force majeure and/or for causes beyond its control such as but not limited to, problems related or due to maintenance work done on computers; telecommunication, electrical, network, computer hardware or software failure (including viruses and bugs); related/incidental problems that may be attributed to the services provided by any service provider or information service provider.
9. This Agreement shall be effective upon its execution and shall continue to be enforced unless expressly terminated by either of the parties.

Either party may terminate this Agreement by giving the other party prior written notice thereof at least thirty (30) calendar days prior to the effectivity date of such termination.
10. At all times, each party shall exercise due diligence in the performance of its duties and obligations under this Agreement.

*Alentula*



11. This Agreement shall be subject to the applicable laws of the Philippines, the rules and regulations of the Bangko Sentral ng Pilipinas (BSP).
12. Amendments or modification to this Agreement may be made at any time, as may be mutually agreed upon by both parties in writing.
13. Any dispute, controversy and/or claim arising out of or in connection with this Agreement shall be filed exclusively with the proper courts of Tacloban City to the exclusion of all other venues.

IN WITNESS WHEREOF, the parties through their respective authorized signatories have hereunto signed this Agreement on the date and at the place indicated below their respective names.

**DBP TACLOBAN**

**LGU – PROVINCE OF LEYTE**

By:

  
**PAUL C. MATIENZO**  
Head, Tacloban Branch  
Date:

By:

  
**HON. LEOPOLDO DOMINICO L. PETILLA**  
Provincial Governor  
Date:

Signed in the Presence of:

  
**MARICRIS P. LASTRILLA**

  
**GERARDO A. AVORQUE**

**ACKNOWLEDGMENT**

Republic of the Philippines )  
City of Tacloban ) S.S.

Before me, a Notary Public for and in the City of Tacloban on \_\_\_\_\_, personally appeared:

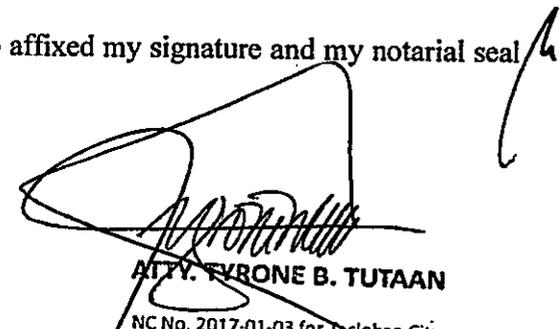
Name	Competent Evidence of Identity	Place & Date of Issue
Paul C. Matienzo	DBP ID #98482	Makati City
Leopoldo D.L. Petilla	LGU ID #960-001	Tacloban City

known to me to be the same persons who executed the foregoing Memorandum of Agreement on Payroll Servicing, and who acknowledged to me that the same is their free and voluntary act and deed, and the free and voluntary act and deed of the entity he/she duly represents and that he/she is duly authorized for the purpose.

This Memorandum of Agreement on Payroll Servicing consists of four (4) pages, including this page on which this acknowledgment appears, signed by the parties and their witnesses on each and every page thereof.

In witness whereof, I have hereunto affixed my signature and my notarial seal on the dated and at the place above written.

Doc. No. 358;  
Page No. 72;  
Book No. 1;  
Series of 2018

  
**ATTY. TYRONE B. TUTAAN**  
 NC No. 2017-01-03 for Tacloban City  
 Until Dec. 31, 2018  
 MB Yu Bldg. Real St., Tacloban City  
 IBP OR No: 1067447/Leyte  
 PTR OR No: 1431306B/Leyte

*Matienzo*



